



REQUEST FOR FUNDS

***All receipts turned in by Friday will be reimbursed by the following Wednesday.

***NO reimbursements shall be given WITHOUT attached receipts AND proper authorization by the Committee Chairperson AND an Executive Board Member.

Check Payable to: _____

For what Activity/Committee: _____

(Sweatshirt/T-shirts - Yearbook - Student Enrichment/Field Trips - Misc./Unallocated - Teacher Grant - Missoula Children's Theater - Winter Reading Program - Reflections - Scholarship Fund - Mustang Points - Health & Welfare - Lunch Program - Family Fun Nights - Staff Appreciation - Hospitality/Welcome - Membership - Communications - WATCH D.O.G.S. - Volunteer Appreciation - State Convention - Legislative - Local/Regional - Office Supplies - Fall Fundraiser - Spring Fundraiser)

Please list items purchased and amount of purchase or attach a detailed receipt of items purchased:

Authorized by: _____ Date: _____
Committee Chairperson

Authorized by: _____ Date: _____
Executive Board Member

PTA Use Only:

Amount Paid: _____ Check #: _____ Category: _____

Approved by: _____ Date: _____

Beginning Budget: _____ Remaining Budget: _____