

## Reagan Elementary PTA Funds Request Form

Each request will be evaluated separately. Please put the filled out form and supporting materials in the PTA Treasurer Box.  
You will receive an e-mail confirmation and follow up information upon receipt.

Date Submitted \_\_\_\_\_ Date Needed \_\_\_\_\_ Amount Requested

Name(s)/Team \_\_\_\_\_

Current PTA Member? (please circle)                      YES                      NO

<b>Main Contact Name (if part of a team):</b>	<b>Phone</b>
<b>Position</b>	<b>Email</b>

Please circle one below and explain the purpose of your request. You should include cost quote(s) and any other information (e.g. product photo, catalogue numbers, store name) that support your request. Recommended: Use exemption certificates when obtaining costs as PTA cannot reimburse sales tax. Please email reaganptatreasurer@gmail.com with any questions.

Supply                      Equipment                      Activity                      Event                      Other


*Continue on back if needed*

How will your class/group benefit from this request?


*Continue on back if needed*

Will volunteers be needed to implement this project?                      YES                      NO                      How Many? \_\_\_\_\_

How many students will benefit? \_\_\_\_\_

<b>PTA USE ONLY</b>	Date Received _____	Date Voted _____
Comments _____		
Approved _____	Amount _____	Declined _____ Reason _____
Tabled for later _____	More Info Needed _____	
Approved by PTA _____	Approved by Principal _____	
PTA President Signature	Principal Signature	