



Proctor School PTA



Request for Funds Executive Board & PTA Activities

Please complete this form.

Name: _____

Date: _____

Account to Charge: _____

Amount
\$ _____
=====

Description of disbursement:

Make Check Payable to: _____

Signature: _____

Attach receipts and/or invoices to be paid to this form. **Requests without receipts will be returned and will delay processing of check.**

Requests for funds submitted with receipts by Wednesday at 8:15am, will be ready by Monday at 3:00pm

		Number: _____
		Date: _____
The Treasurer of: _____	Proctor PTA _____	
Will please pay: _____		or order
		Dollars
on account of _____		
\$ _____	President: _____	Secretary: _____