

Downing Middle School
PTA Funds Request Form

Request Made By: _____

Make check payable to: _____

Address: _____

Telephone number: _____

Date of Request: _____ Date Check Needed: _____

Total amount of Check Request: _____

Attach original invoice or receipt(s) to this form. Please remember the PTA cannot reimburse for sales tax paid. All purchases should be exempt from sales tax. See PTA Treasurer with any questions.

Description of Item(s)	Budget Line	Amount

Special Comments:

For Treasurer's Use Only

Approved by _____

Approved by _____

Check Date _____ Check # _____ Amount _____

Who/how delivered _____ MoneyMinder