

Downing Middle School  
PTA Funds Request Form

Request Made By: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Check Needed: \_\_\_\_\_

Total amount of Check Request: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_

**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