

WW-P High School South PTSA

REQUEST FOR FUNDS

2017 – 2018

DATE: _____ PERSON MAKING REQUEST: _____

PAYEE (if different from above): _____

Please check one:

- PTSA _____ Committee
- Post Prom
- Craft Show

REQUEST TYPE: CHECK CASH BOX AMOUNT REQUESTED: \$ _____

DENOMINATIONS FOR CASH BOX:

	\$20	\$10	\$5	\$1	Coin
# of Bills/Rolls					
\$ TOTAL					

Description of Purchase: _____

Attach invoice or other supporting documentation that details the purchase

SIGNATURE OF APPROVING OFFICER (Required for single expenditures over \$100):

PLEASE CHECK ONE OF THE FOLLOWING:

I would like check mailed to the following name and address:

I will pick up check from the Treasurer, please have Treasurer call me at the following phone number when the check is ready: _____

For Treasurer's Use Only

Date Paid	Amount Paid	Check#	Expense Account

Notes: _____

Treasurer:

- Attach the invoice/detailed supporting documents and file it in the Treasurer's binder.
- Use these expense receipts and deposit receipts to compile the monthly Treasurer's Report and reconcile the bank account.
- Submit a monthly Treasurer's Report and Bank Reconciliation to the PTSA Executive Board and at each PTSA General Membership meeting.