

JIM BRIDGER PTA FUND REQUEST FORM**CONTACT INFORMATION**

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|--|-----------------------|-------------|
| STAFF MEMBER'S NAME | ROOM # | DATE |
| AMOUNT REQUESTING | DATE NEEDED BY | |
| MAKE CHECK PAYABLE TO | EMAIL | |
| REASON FOR REQUEST (Example: field trip, materials for the classroom) | | |

NOTE: This form can be dropped off in the PTA's mailbox in the office. Please submit this request form a week prior to the next scheduled PTA meeting; members need to be notified of financial requests.

The PTA meets on the 1st Wednesday of every month. Notifications of approvals are usually done the same week.

If you have any questions, please feel free to contact the PTA president: *bridgerpta@gmail.com*.

Staple a copy of receipts to this form.

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|---|---------------|---------------|-----------|
| FOR PTA TREASURER ONLY | | | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Different amount approved then requested | | | |
| DATE | CHECK# | FOR \$ | BY |