



PTA Funds Request and Reimbursement Form

Please complete this form and submit to the PTA President.

Reimbursement and requests will be handled by the end of the next meeting. Dates of the meetings can be found on our website at www.tsd.schoolwires.net/berthoudes under the Family & Community tab.

Is this a: _____ reimbursement for money spent (attach receipts) OR
_____ request for future payment

Amount Requested: \$_____

Reason for the request:_____

If request is for a future payment, when will the funds be required? _____

Will this request be a: _____ one time expense OR
_____ recurring expense in future years?

Person submitting request:_____

Phone number to be reached at:_____

Date Submitted:_____

PTA President Signature: _____

***** Do not complete below this line .– For PTA Use Only *****

Approved by PTA: ____ yes ____ no Date _____

If no, reason why request was denied: _____
