



Wellington PTA Request for Funds

Procedures:

1. Please make sure that your request for funds is an approved budget item and a Committee Action Plan is on file.
2. Complete the information requested below.
3. Attach invoice and/or contract for a deposit or payment needed.
4. Obtain signature of Committee Chair for budgeted items.
5. Return form to Treasurer or President.

Date Requested: _____ Amount Requested: _____

Check Requested By: _____

Email: _____ Phone #: _____

Committee: _____

Description of Event/Item: _____

PTA Budget Category: _____

Payable To: _____

Method of Delivery (Circle One): Pick-up or Mail

Mail Check To (Address): _____

Committee Chair Approval: _____

(required if person requesting check is not chair/co-chair of committee)

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TO BE COMPLETED BY TREASURER:

Check #: _____ Date: _____ Initials: _____