

BEVERLY VISTA SCHOOL

STAFF / OFFICE

PTA FUNDING REQUEST FORM

Directions: Submit to Principal. Attach bids, receipts, invoices, bills, etc. If approved, Principal will forward to PTA Presidents and Treasurer.

Date: _____

Requested By: _____ **Grade or Dept.:** _____
Staff Member Name

- Mail check to vendor listed below**
- Make check payable to Staff Member:** _____
- To be paid on BHUSD invoice**
- Other:** _____

If payable to Vendor, please fill out the following:

Vendor Name: _____ **Contact:** _____

Address (if not attached): _____

City: _____ **State:** _____ **Zip:** _____

Amount: \$ _____

Account Category:

- Wish List
- Enrichment Budget
- Educational Programs/Competitions (specify): _____
- School Facilities Improvement, Supplies or Equipment
- Other _____

Description:

Principal's Signature: _____ **Approval Date:** _____

PTA President's Signature: _____ **Date:** _____

PTA Notes: