

BEVERLY VISTA SCHOOL

PTA

PTA FUNDING REQUEST FORM

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

Date: _____

Requested By: _____ **Committee:** _____

- Mail check to vendor listed below**
- Make check payable to:** _____
- 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:

- | | |
|--|--|
| <input type="checkbox"/> Social Events | <input type="checkbox"/> Printing/Graphics |
| <input type="checkbox"/> Teacher/Staff Apprec & Events | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Educational programs/Competitions |
| <input type="checkbox"/> Open House | <input type="checkbox"/> Other Expense: _____ |

Description:

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

PTA Notes: