

Total amount: _____ Check Number: _____

Method/Date of delivery (mailed, in person, school mailbox): _____

QB Account: _____

QB Class: _____

For PTA use only



DTES PTA Request for Funds

Please print when filling this request and attach receipts and other applicable supporting documentation (ie. purchase orders, contracts, etc.) to this form.

Name of person making the request: _____

Phone number: _____

Email address: _____

Date of request: _____

Amount Requested: _____

Purpose of funds being requested: _____

Make check payable to: _____

Address if mailing check: _____

Approved by: _____

Chairperson Signature