Wiley H. Bates Middle School PTA – Request for Funds

Bates PTA provides funds, volunteers, and other resources to support Bates students, faculty, and staff through the school year. Anyone requesting funds from the Bates PTA is asked to complete this form so we have documentation as to how our funds are utilized for the betterment of our school. Thank you for your assistance with this process.

Directions:

- Please send this completed form to the PTA via email (BatesMiddleSchoolPTA@gmail.com) or drop off a hard copy in the PTA mailbox located at the Bates' School Office.
- All requests will be reviewed at the next monthly PTA Board meeting. After the meeting, we will notify you if your request is approved or denied. Meetings are typically held the 4th Tuesday of each month.
- Upon approval, a PTA Disbursement/Reimbursement Form must be received before a check will be issued.

Thank You!

Today's Date:

Contact Information:

- Name:
- Address:
- Phone Number: Email:

Nature of Request:

- Please help us understand your request by checking the appropriate box below:
  - ☐ Fundraising Expense ☐ PTA Programs/Projects (i.e. – Honor Roll, field day, etc.)
  - ☐ Instructional Support ☐ Other:
- Please indicate request is: ☐ Item that will stay in the school ☐ Consumable/Event ☐ Other
- Short Description: (indicate event/activity name, reason for request, and how monies will be utilized)

Funds Requested:

- Total Amount Requested:
- Date by which funds are needed:

For PTA Uses only:

Date Received: Request was: ☐ Approved ☐ Denied Date Approved/Denied:

Amount approved: Activity/Committee/Person POC:

Notes: