

Meece Middle School PTA Funds and Materials Request Form

**Please submit your completed form to the PTA President or Treasurer
at least one week before the funds or materials are needed.**

Your name: _____

Date submitted: _____

Date funds or materials are needed: _____

What are you requesting? (Please select one)

☐ Funds to make a purchase

Please list the amount you need: _____

Please describe what you are buying and how it will be used to benefit the students and school:

☐ Start-up funds

Please list the amount you need: _____

Please describe how the funds will be used to benefit the students and school, as well as plans to repay the PTA in part or in full:

☐ Materials from the PTA

What do you want the PTA to buy? _____

Please describe how it will be used to benefit the students and school:

PTA Response: ☐ Approved ☐ Denied

Authorizing signature and date: _____

Check amount, date, number: _____