



Smith Magnet Elementary School PTA Funding & Reimbursement Request Form 2017-18

Please complete this form and place in PTA mailbox or lockbox for approval/denial by the SMES PTA Board.

Funding/Reimbursement requests will be considered at the next monthly PTA meeting, every 2nd Tuesday at 6:30pm in the Media Center.

Name: _____

Email: _____

Phone: _____

Amount Requested: \$ _____

This is a request for: (choose one)

_____ Reimbursement for money spent on behalf of the PTA (attach receipts)

_____ PTA Board approved funding request (attach quotes for service/product)

How funds will be used? : (Description of event/services)

*****FOR PTA USE ONLY*****

Date Submitted to PTA: _____

SMES Principal Signature _____

PTA President Signature _____

Approved _____

Denied _____ Reason denied: _____

Payment Completed: Check# _____

*All payments/reimbursements are made in form of check for accounting purposes.