



REQUEST FOR GUNN HIGH SCHOOL PTSA FUNDS

All requests for funds submitted between scheduled PTSA meetings must be for previously budgeted items and within the approved budget limit. Non-budgeted items or amounts over budget must be presented for payment approval at a general PTSA meeting. If you are unsure of the status of your request, do not hesitate to contact the PTSA treasurer.

**Important: Please attach original receipts to this request form.
NO PAYMENTS will be issued without supporting documentation.**

Date:	
Amount Requested:	
Budget Category:	
Item Description:	
Check payable to:	
Mailing address:	
Comments:	

If you would like to make all or a part of this expense a donation to the Gunn High School PTSA in lieu of being reimbursed for your expenses, please check here and indicate the amount you want to designate as a donation here \$ _____. You will receive a receipt for these donated funds acknowledging your gift and providing the Gunn High School PTSA tax identification number.

Please send your request(s) for Gunn High School PTSA funds to:

Diane Downend, 153 Second Street, Suite 101, Los Altos, CA 94022 (diane@edenbridgehomes.com)

or leave your request(s) in the PTSA drawer in the school office.

Checks will be mailed. Please allow at least two weeks for processing.

For Treasurer Use: Date received: _____ **Check #** _____ **Amount: \$** _____