



## Gunn High School Parent Teacher Student Association

780 Arastradero Road  
Palo Alto, CA 94306

### 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 at [treasurer@gunnpta.org](mailto:treasurer@gunnpta.org).

**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:	

[ ] Check here if you wish to make all or part of your expenses a donation to the PTSA. We will send you a receipt acknowledging your tax-deductible gift. Enter the amount you want to designate as a donation: \$\_\_\_\_\_.

Leave your completed request in the PTSA drawer in the school office, or mail / email to:  
Gunn PTSA Treasurer, 780 Arastradero Road, Palo Alto, CA 94306 ([treasurer@gunnpta.org](mailto:treasurer@gunnpta.org))

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

For Treasurer Use: Date received: \_\_\_\_\_ Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_