



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.

**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)

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

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

Payment approved by: _____

President/date

Secretary/date

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