



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.

Check payable to:		Date:	
Phone Number:			
E-mail:		Total Amount Requested:	
Mailing address:			

Comments:

Expenditure Details

	Description	Budget Category (if known)	Amount
1			
2			
3			
4			
5			
6			
7			
8			

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:

Payment approved by: _____	Date Received:	
Gunn PTSA President / Date	Check#:	
Date approved in assoc minutes: _____	Amount: \$	
Gunn PTSA Secretary / Date		