

**WASHINGTON MIDDLE SCHOOL PTA
REQUEST FOR FUNDING FORM**

Washington Middle School PTA is pleased to consider your request for funding. We ask that you complete the form below. Once the form is completed, you may submit your request by placing it in the PTA school mailbox or emailing it to washingtonpta645@gmail.com. The PTA will consider your request at the next PTA meeting following receipt of your completed form. If you would like to make a brief presentation in support of your request at the PTA's next meeting, please contact the PTA President at the email above so that you are included on the meeting agenda.

Name of Person/Organization Requesting Funds:

Contact Information:

Amount Requested:

Make Check Payable To:

Deliver Check To:

Briefly Describe The Purpose of the Request:

I hereby agree that any Washington Middle PTA funds approved will be used for the purposes stated above.

Signature of Person Requesting Funding (Maybe electronically signed)

Date of Request

PTA Administrative Use Only

Date Approved:

Amount Approved:

Check #: