



# Request for Funds

## 2025-2026

This form is intended for requests from PTSA members for reimbursement of purchases made for PTSA sponsored programs/events and for requests from Hough Elementary staff members for help in funding programs, activities, or supplies that fall outside of the parameters of the Hough PTSA Classroom Enrichment Grant. Hough PTSA membership is required to make a request for funds from the PTSA.

Return this form, along with all receipts to a Hough PTSA board member or put it in the PTSA mailbox.

Funds requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Reason for request:

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Items purchased:

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FOR PTSA USE

Request amount funded: \$ \_\_\_\_\_ Check: # \_\_\_\_\_ Date funded: \_\_\_\_\_

PTSA Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

PTSA Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

Logged in MoneyMinder Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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In signing below, I acknowledge the receipt of a check for funds from Hough PTSA. I attest that the funds have been used for no other purpose outside of the reason/purpose stated above.

Signature of recipient: \_\_\_\_\_ Date: \_\_\_\_\_