



HOUGH ELEMENTARY home of the HAWKS

# Request for Funds

Today's date:

Funds requested by:

Amount requested:

Reason for request:


Request funded in the amount of: \$\_\_\_\_\_

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

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

PTSA Check: # \_\_\_\_\_ Date funded: \_\_\_\_\_

Please attach all receipts.

It is agreed that all funds will be spent for the stated purpose. Any unused funds are to be refunded to the Hough PTSA. A complete accounting of the expenditure of funds shall be provided to the PTSA.

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

This form is to be returned to a Hough PTSA board member or put in the PTSA mailbox.

FOR PTSA USE: ● MoneyMinder \_\_\_\_ / \_\_\_\_ / \_\_\_\_