

Lyon/Pleasant Ridge PTA

Request for funds

Check requested by

Name:

PTA position:

E-mail:

Phone number:

Date of request:

Check payable to

Name:

Address:

Delivery instructions:

Date check required:

Purpose/description of items/services purchased

Circle one

Amount

Lyon/PR/Both

\$

Lyon/PR/Both

\$

Lyon/PR/Both

\$

GRAND TOTAL

\$

RECEIPTS REQUIRED FOR ALL PURCHASES