

# JEFFERSON MIDDLE SCHOOL PTA FUNDS REQUEST FORM

**For Treasurer's Use Only:**

**Check No.** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I hereby request funds from the Jefferson Middle School PTA for reimbursement and/or advance:

**Project or Committee:** \_\_\_\_\_

**For:** \_\_\_\_\_

**Check Payable to:** \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**(Please attach receipts and, if necessary, itemized list of expenses.)**

Place your form and receipts in the PTA Treasurer box in the mailroom at JMS.  
You will be contacted once your check is ready for pick-up.

**Email or phone number to contact:** \_\_\_\_\_