



## REQUEST FOR FUNDS

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

Name: \_\_\_\_\_ School Campus: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date Funds Needed: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

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Benefit/Purpose of Activity: \_\_\_\_\_

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**Detailed Budget Description:** (EX: 200 medals @ \$2 each for participants; \$50 for drinks; \$60 for registration fee; etc...)

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**\*\*Complete information above and turn into the PTA President mailbox @ Intermediate School.**

**Approved By:**

PTA President: \_\_\_\_\_ Date: \_\_\_\_\_

PTA Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Kerri Gustavus, PTA President  
[kgustavus@bobcat.k12.ar.us](mailto:kgustavus@bobcat.k12.ar.us)  
870.480-4647

OR

Isy Dean, PTA Secretary  
[idean@bobcat.k12.ar.us](mailto:idean@bobcat.k12.ar.us)  
870.480-4647