



Bacon Elementary

PTA Ways and Means Request
baconpta.org

Please use this form to request funds from PTA. Form may be used by parents, teachers and staff. This form must be completed and submitted to the Bacon PTA treasurer by noon on the last Friday of the month. Please place the form in the Treasurer’s box found in the VIPs room. Requests will be considered by the Board during the monthly meeting the second Tuesday of each month.

Date of Submission: _____ **Date funds needed:** _____

Please be aware if there are any questions about your request, it will delay the decision until the following month. The Board will discuss the request with the provided information at that time.

Request submitted by: _____ **Email address:** _____

Description of Request:

How many students will it benefit? _____

Who will this benefit? (Please check all that apply)

_____ specialized group (# _____) _____ Classroom (# of classrooms _____)
_____ Grade level (# of grade levels _____) _____ Entire school body _____ Other (please explain) _____

Purpose and/or Benefit:

Vendor: _____ (if applicable)

Funds Requested: \$ _____
PTA funds requested: \$ _____
Total from outside sources (grants, donations, classroom funds) \$ _____
Total Cost: \$ _____

****Please keep in mind that it may take up to a week for the Treasurer to receive your request. You will get a confirmation email that your request has been received and the information will be discussed for consideration at the next PTA meeting (exact meeting dates can be found on the website). If you are concerned about the timeliness of response to your request, please feel free to contact the PTA treasurer: treasurer@baconpta.org**

Reminder – Bacon PTA requires a receipt prior to reimbursements. Bacon PTA does not pay sales taxes on items purchased. The Tax exempt ID can be obtained from the Treasure prior to making a purchase. For payments made directly to a vendor, please submit an invoice.

For Treasure’s use: check # _____ Date: _____