



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 Wednesday of the month. Please place the form in the Treasurer's box found in the VIPs room. Requests will be considered each month at the general meeting.

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

Please be aware if there are any questions about your request it could delay the decision until the following month, so please be specific about exactly what the funds will be paying for.

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 at baconpta.org). 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: _____