

John Adams Elementary



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Request For PTA Support

Please submit request for support to the PTA box in the main office no less than 30 days prior to when funds or volunteers are needed. The PTA Executive Board will review the request. Requestor will be notified by email as to whether the request has been accepted or denied. Please do not commit the PTA to fund any event or activity without receiving prior approval.

Date of Request: _____ Amount: _____

Requestor Name: _____ Phone#: _____

Requestor Email: _____

Type of Request:

_____ Gift to School (please explain item(s) you are requesting PTA to fund).

_____ Funds for school event

_____ PTA volunteer request (please explain what you need volunteers to do and the hours needed)

Make Check Payable to: (receipts or invoices must be provided to PTA within 30 days of when funds are received).



For PTA Use: Approved _____ Approved _____

Event code: _____ Check # _____ Date Paid: _____