

# REQUEST FOR GUNN HIGH SCHOOL PTSA FUNDS

Request must be for previously budgeted items and within the approved budget limit. Non-budgeted items or amounts over budget must be submitted for payment approval at a general PTSA meeting. If you are not sure about the status of your request, do not hesitate to contact the treasurer.

**Important: Please attach original receipts to this request form.  
NO PAYMENTS will be issued without supporting documents.**

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

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

Budget Category: \_\_\_\_\_

Item Description: \_\_\_\_\_  
\_\_\_\_\_

Check Payable to: \_\_\_\_\_  
Print your name as it should appear on the check

Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

If you would like to make ( all of part of) this expense a donation to Gunn High School PTSA in lieu of getting reimbursed for your expenses, please check here  and indicate the amount you want to designate as donation here \_\_\_\_\_. I will send you a receipt with our tax ID number.

**Please send your request(s) to:**

Sophia Kim 2934 Alexis Drive, Palo Alto, CA 94304 Phone 650-559-9999 ohsohee@aol.com

**or:**

Leave your request(s) in the PTSA drawer at the school office.

**Checks will be mailed. Allow 2 weeks for processing.**

**For Treasurer Use: Date** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Amount \$** \_\_\_\_\_