

Routing: 1. _____

Principal for Signature

2. Committee Chair for Approval

3. If approved, PTA Treasurer for Check
If denied, Requesting Party

Date needed: _____



SUNSET ELEMENTARY PTA
PTA Requisition Form

Today's Date _____

Requesting Party _____
(please print name)

Phone # _____

Item Requested _____

Cost of Item _____

Description or Need _____

Please attach any original quotes and/or supporting documentation.

Note: Our PTA strives to meet the needs of Sunset Elementary School. The PTA will consider all requests made by teachers, administrator and staff who are currently members of the PTA. You will be notified as soon as this request has been processed.

APPROVED ()

DENIED ()

COMMITTEE COMMENTS _____

For Treasurer, if Approved:

Check # _____

Date _____

Treasurer's Initials _____

Revised 8/3/09

