



Castro Valley Elementary ~ Parent & Teacher Association

20185 San Miguel Avenue ~ Castro Valley, CA 94546

**FUNDS REQUEST FORM**

Request forms are reviewed and approved at CVE PATA’s general meetings (usually the first Tuesday of the month). You are encouraged to attend the meeting. Request forms are due at PATA’s box two weeks prior to the general meeting.

REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT REQUESTED: \$ \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_ CHECK PAYABLE TO: \_\_\_\_\_

PURPOSE OF REQUEST (Use reverse side if more room is needed):

**ORIGINAL RECEIPTS/INVOICES ARE REQUIRED FOR ALL REIMBURSEMENTS**

**For CVE PATA Use only**

Date of PATA Meeting: \_\_\_\_\_ Approved / Denied \_\_\_\_\_ Approved Amount: \_\_\_\_\_

Reason for partial approval or denial:

Date Issued: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipts/Invoices attached Y / N

Items Purchased:

\_\_\_\_\_  
OFFICER NAME

\_\_\_\_\_  
OFFICER NAME

\_\_\_\_\_  
OFFICER SIGNATURE

\_\_\_\_\_  
OFFICER SIGNATURE