



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