



Ella Baker PTSA

Expenditure Request

To be used to request funds from the Teacher/Staff Grant budget line H1

Requested By:

E-mail:

Date:

Principal Approval Received
Date:

Project Title:

Amount Requested: \$

Date Funds Needed By:

No. of Students Impacted:

Suggested Vendor:

Expenditure Request Detail:

IMPORTANT: a request for the current budget year must be FULLY processed (paid for and reimbursed) by June 30th. Approved expenditures do not carry over to the next year if they are not used.

Finance Committee Use Only:

Recommended to Executive Board

Tabled

Amount of expenditure recommended: \$ _____

Budget Category _____

Questions? Contact treasurer@ellabakerpts.org