

Robert Frost PTSA
Request Funds from the PTSA
(After prior approval has been granted by a vote)

This form is for items that have been approved at a general or specific PTSA meeting. The secretary's minutes from the meeting document the approval and/or the approval has been indicated as a line item on the budget.

Complete this form and mail them with supporting documents along with a self-addressed stamped envelope to:

Janice Frankford, PTSA Treasurer
13727 Travilah Rd
Rockville, MD 20850

Date _____

Item or Service Requested _____

Amount Requested _____ \$ _____

Check Payable to _____

Check to be Mailed to _____

Meeting Date in which This Budget Item Was Approved _____

Name of the Requestor _____

Contact Information of the Requestor _____

Requestor Signature _____

Please provide supporting documentation such as invoice, catalog information, purchase order number.

The treasurer drafts checks twice a month, on the 15th and 30th of each month. In accordance with PTSA bylaws, all checks require two signatures. Checks are generally mailed on the 10th and 25th of each month.