

PONTIAC-WILLIAM HOLLIDAY SCHOOL PTO
FUNDS REQUEST

****Note: To be completed by individuals requesting funds for specific projects, activities, or expenses related to Pontiac-WHS. This form will need to be signed and submitted before any funds are released.****

Please Print Name:

Date of Request:

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Staff Position:

Amount Requested:

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Activity or Project Name:

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Purpose of Funds Request:

_____/___/_____
Signature of Requestor **Date**

_____/___/_____
Approved by **Date**

_____/___/_____
Approved by **Date**

FOR OFFICER USE ONLY:

Reimbursed Amount	\$
Check #	#
Voucher #	#