

**GARFIELD HIGH SCHOOL PTSA**  
**Request for Small Grant Funds/Reimbursement Form**

**Instructions:**

- Fill in the information requested below
- Staple your bill and/or receipts to the form
- Submit form to the PTSA Treasurer (PTSA mailbox in main office)

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ @ \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Grant Number & Description:** \_\_\_\_\_

**Check to be made out to:** \_\_\_\_\_

**Address** (*if check needs to be mailed*): \_\_\_\_\_

\_\_\_\_\_

**Instructions for payment:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this form, I acknowledge that all items and property purchased with Garfield High School PTSA funds are the property of Garfield High School.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

.....

**Please Do Not Write Below Line – For Treasurer’s Use Only**

Date: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Issued To: \_\_\_\_\_

Category: \_\_\_\_\_

Treasurer’s Signature: \_\_\_\_\_