

Check # \_\_\_\_\_

# PTA BUS FUNDS REQUEST FORM

If you'd like to order a bus for a class field trip, and will be using your PTA Certificate money to pay for it, please do the following:

1. Call the desired bus company to set date/time and order your bus(es). Ask them to send the bill ATTN: Chamiza PTA. Keep a record of the cost.
2. If the company asks for a PO#, give them the following number:  
**PTA-295-\_\_\_\_\_**  
(Fill in the blank with the date of your field trip. For example, a trip taken on September 6 would have a PO # of PTA-295-906.)
3. As soon as you have this information, please fill out this form and return the **ENTIRE FORM to the PTA box**. The treasurer will pay the bill, which usually arrives at the end of the month of your trip.

Thank you for your cooperation! ☺

Date of request: \_\_\_\_\_ Person requesting funds: \_\_\_\_\_

Certificate Person(s) or Committee name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ (please indicate if from multiple certificates)

Date of Trip: \_\_\_\_\_ Trip Destination: \_\_\_\_\_

Bus Company: \_\_\_\_\_ PO#: PTA-295-\_\_\_\_\_

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*For Treasurer's Use:*

*Approving Officer:* \_\_\_\_\_

*Account credited to:* \_\_\_\_\_

*Check(s) payable to:* \_\_\_\_\_

*Date of check:* \_\_\_\_\_ *Amount of check:* \$ \_\_\_\_\_

*Receipt Description or Invoice Number:* \_\_\_\_\_

*Second signer of check:* \_\_\_\_\_