



Mellon Middle School
Parent-Teacher
Association

For Treasurers Use Only

Check number _____
Date paid _____
Amount _____

Date _____

I request funds from the Mellon Middle School PTA for (check one)

- Reimbursement Advance Payment of a bill

Committee or Project _____

Purpose/Use _____

Total Amount Requested \$ _____

Check Payable To _____

Send Check To _____

Signed _____

Phone _____

e-mail _____

PLEASE ITEMIZE EXPENSES

Receipts Attached yes no

Bills Attached yes no

Comments: