



Castro Valley Elementary ~ Parent & Teacher Association

20185 San Miguel Ave. ~ Castro Valley, California 94546

2015-2016 FUNDS REQUEST FORM

Request forms are reviewed and approved at CVE PATA's general meetings. Meetings are held on the first Tuesday of each month PATA encourages you to attend. Request forms are due in PATA's box two weeks prior to the general meeting.

Requestor: _____ Date: _____ Amount Requested: \$ _____

Date Needed: _____ Check Payable To: _____

PURPOSE OF REQUEST (Use reverse side if more room is needed)

ORIGINAL RECEIPTS/INVOICES ARE REQUIRED FOR ALL REIMBURSEMENTS

For CVE PATA use only

Date of PATA meeting: _____ Approved/Denied _____ Amount Approved: \$ _____

Reason for partial approval or denial:

Date Issued: _____ Check #: _____ Receipts/Invoice Attached Y / N

Account/Event: _____

Items Purchased: _____

Officer Name

Officer Name

Officer Signature

Officer Signature