



SOLANA RANCH PTO REQUEST FOR FUNDS FORM (RFF)

1. Complete the information requested below.
2. Attach all receipts as proof of expenditure or an invoice for a deposit or payment request.
3. Place form in the RFFs for Approval folder in the PTO drawer for approval and processing.

No checks are issued without this authorization or without a receipt – No Exceptions!

Please direct any questions to Mike Roeder, PTO Treasurer @ mgroeder@gmail.com

Request Date: _____
Name of Person Requesting Check: _____
Position: _____ Phone Number: _____
Event or Item Description: _____
Date of Expense or Event: _____
Amount Requested: \$ _____
PTO Budget Category: _____
<input type="checkbox"/> Invoice Attached <input type="checkbox"/> Receipt Attached
For PTO Treasurer's Use: Current Budget: _____ Minus Expense: _____
Remaining Budget: _____
Make Check Payable To: _____
<input type="checkbox"/> Mail check: _____ (Address)
<input type="checkbox"/> Put check into Solana Ranch Staff or Teacher Mailbox or PTO File
<input type="checkbox"/> Call for check to be picked up: _____ (Payee Phone Number)

Request Approved By:

Date: _____
Michelle Strauss or Abby Fox, PTO Co-Presidents;
or Hanieh Zarmandily or Trisha van Dillen, SBSF
Co-Site Presidents

Date: _____
Julia Yokoyama, Secretary

RFFs which exceed \$2,500 must also be approved by either Richard Bailey, SBSF President or Joanna Shing, SBSF CFO.

Date: _____
Solana Beach Schools Foundation