



# Pennsylvania Music Teachers Association

*An Affiliate of Music Teachers National Association*

## **Funding Request Form**

Requesting Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Purchase:

**Choose ONE of the following options:**

I request reimbursement for the following prepaid expenses (include receipts and date of payment):

Send check to the following address:

I request payment to the following firms (include invoice or bill):



Approved by President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Date Check Issued: \_\_\_\_\_ Check Issued: \_\_\_\_\_

Instructions: Funding request form should be sent to the PMTA president.  
Please submit funding requests within 30 days of purchase.  
All purchases over \$100 need pre-approval from the PMTA president.

rev. 7/04