

# ALICE BIRNEY FUNDS REQUEST FORM

This form is for **Funds Requests** i.e. Approved third party checks for Field Trips, petty cash for events & school supplies. Fill out form and make a copy. **Teacher/event coordinator MUST sign form for your request to be processed.** Attach all documents associated with request to one copy & place in Guild inbox in the Front Office. Take other copy and place in your teachers box for Class Treasurer records. **Please allow 10 business days for your request to be processed.** Direct all questions to Guild Treasurer.

<b>Todays Date</b>	
<b>Amount Requested</b>	
<b>Name of Requester</b>	
<b>Date Payment is Needed</b>	
<b>Telephone #</b>	
<b>Email Address</b>	
<b>Name on Check</b> (if approved)	

**Type of Funds request to be withdrawn from (Please check one)**

- |   |                                   |
|---|-----------------------------------|
| <input type="radio"/> Teacher/Grade Fund_____ | <input type="radio"/> Handwork    |
| <input type="radio"/> Fundraising Event_____  | <input type="radio"/> Woodworking |
| <input type="radio"/> Music                   | <input type="radio"/> Spanish     |
| <input type="radio"/> Basketball              | <input type="radio"/> Gardening   |
| <input type="radio"/> Track                   | <input type="radio"/> Library     |
| <input type="radio"/> Movement                | <input type="radio"/> Other_____  |

**Type of Expense (please check one)**

**Notes/Comments**

- Fundraising Expense
- Administrative Supplies
- Field Trip Expense
- Program/Class Supplies
- Teacher Education
- Facilities/Equipment
- Other \_\_\_\_\_

---

---

---

---

---

---

---

Teacher/Coordinator Signature \_\_\_\_\_

**\*\*\*\*\*Guild Use Only\*\*\*\*\***

Granted/Denied: \_\_\_\_\_  
 (circle one)                      (initial & Date)

Class/Special Fund \_\_\_\_\_  
 Guild Fund

Amount Approved: \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Notes:

Amount Paid: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_