



# Stone Bridge PTSO Staff Funds Request Form

**Form Purpose:** Request funding to support SBHS Staff needs.

**Requirements:** Requesting party must have a faculty membership in the SBHS PTSO. Request should be submitted to PTSO via [stonebridgeptso.treas@gmail.com](mailto:stonebridgeptso.treas@gmail.com) or the PTSO mailbox in the main office.

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed Description of Expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH ALL INVOICES/RECEIPTS**

**Total Amount of Request:** \$ \_\_\_\_\_

**Total Amount Approved by PTSO:** \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

**Treasurer Use:**

PTSO Officer:

Approved at meeting: Yes No Date: \_\_\_\_\_

Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Account: \_\_\_\_\_