



● School Name ● School Address, City, AZ Zip ●

Monetary Gifting Letter

This is an agreement between the YOUR PTA and YOUR SCHOOL located at SCHOOL ADDRESS. The YOUR PTA is gifting funds in the amount of \$ to SCHOOL. HOW ARE THESE FUNDS TO BE ALLOCATED. This transaction will be made by DATE in the form of a check.

SCHOOL will be responsible for the proper distribution of funds as described above. The YOUR PTA will be held harmless for any claim arising out of receipt or the use of these funds.

This agreement was approved by the PTA Board Meeting held on DATE. Copies of this letter and receipt of the check will be made available to all parties for their records.

PTA President Signature _____ Date _____

PTA Treasurer Signature _____ Date _____

Principal Signature _____ Date _____

Office Manager Signature _____ Date _____