**Friends of the San Antonio Public Library**



REQUEST FOR FUNDS

NOTE: All requests for payments MUST be accompanied by receipts, invoices, etc. Tape receipt(s) to a sheet of paper and attach the sheet to this request, or scan receipts and email with form.

BRANCH OR SUPPORT GROUP: TODAY’S DATE:

PERSON MAKING THIS REQUEST: PHONE:

|  |  |  |  |
| --- | --- | --- | --- |
| Amount | Purchase Description/Vendor | Category (Check one) | **(PRINT)** Issue & Mail Check to: |
|  |  | Group operating expense  Staff appreciation  Purchases for use by SAPL, to benefit  the public or a library facility |  |
|  |  | Group operating expense  Staff appreciation  Purchases for SAPL |  |
|  |  | Group operating expense  Staff appreciation  Purchases for SAPL |  |

Mail this form and supporting information to: **FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY**

**P.O. BOX 461523**

**SAN ANTONIO, TX 78246-1523**

Or for faster response, mail to: Barbara Morrow, FOSAPL Treasurer

3534 Ironwood Fls

San Antonio, TX 78261 Or send form and scanned/copied attachments to: [**fosapltreas@gmail.com**](mailto:fosapltreas@gmail.com)

Form #ReqForFunds 8/16/21