



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:

Linda Cheatum, FOSAPL Treasurer
 4135 Warm Winds
 San Antonio, TX 78253

Or send form and scanned/copied attachments to: **lcheatum@satx.rr.com**