



Memorandum of Understanding (MOU)

This Memorandum of Understanding between _____ PTA
and _____ school is
to establish that a donation in the amount of \$ _____ is being
given to stated school by stated PTA. This donation is to primarily be used for _____

_____ in
the 20____ - 20 ____ school year. If there are any remaining funds after this primary purpose
is fulfilled, the remainder shall be used for _____

in the same school year.

A reconciliation of funds should occur prior the last Friday of May. Receipts and invoices should
be given to the PTA for the above stated purposes. Any remaining unused balance of funds at
reconciliation time should be returned to the PTA.

Agreed to this _____ day of _____, 20_____.

(Principal written name)

(PTA President written name)

Signature

Signature