



EQUIPMENT/MONEY DONATIONS

[Agreement to donate a specific sum of money
to the school/district/division for a specific purpose]

Agreement between Baguio City High School – Parent-Teacher Association, Inc. and _____
(School/District/Division)

The BCHS-SPTA is donating Php _____ to the _____
school/district/division for the following purpose/purchase(s) of: _____.

If this purchase is not made by _____ (date), this amount will be returned
to the SPTA. The SPTA will be provided with a copy of the purchase order or requisition and
a copy of the paid invoice.

Signed _____ Date: _____
SPTA President

_____ Date: _____
Principal

-----In the case of equipment purchase, also complete the following-----

The BCHS-PTAI is donating money for purchase of the following:

The/these item(s) will become the property of the school. It is to be used for the following
purpose(s): _____

The SPTA may use the item(s) under the following conditions: _____

_____.

The school will be responsible for maintenance of the item and for providing supplies. In
case of loss or theft, the school will be responsible for replacement and agrees to replace
the item with a like kind. Any gift given by the PTA is without any future liability protection
or guarantees by the PTA.

Signed: _____ Date: _____
SPTA President

_____ Date: _____
Principal

*The PTA assembly must provide for any expenditure through a budget adoption/amendment and a specific vote at a membership meeting.
This agreement is void if not ratified by the assembly.



EQUIPMENT/MONEY DONATIONS

[Capital equipment purchased by the PTA, donated to the school]

Agreement between _____ PTA and _____
(Class/Grade Level/Special Program/School)

The _____ PTA has purchased the following _____
and is donating it/them to the _____ for the following use(s)/purpose(s):
_____. The _____ PTA may/may not use the items under the
following condition(s): _____. The
teacher/adviser/coach/school will be responsible for the maintenance of the item(s). The school also will be
responsible for providing for the safe and continuing operation of the item(s). In case of loss or theft, the
teacher/adviser/coach/school will be responsible for replacement and agrees to replace the item with a like
kind. Any gift given by the PTA is without any future liability protection or guarantees by the PTA.

Signed: _____ Date: _____
HrPTA/GrPTA/SPTA President

Teacher/Adviser/Coach/Head Teacher Coordinator/Principal



EQUIPMENT/MONEY DONATIONS

[For capital equipment purchased by the PTA, ownership to be retained by the PTA, the item to be stored at the school. Example: Vending machine, Printers]

Agreement between _____ PTA and _____
(Class/Grade Level/Special Program/School)

The _____ PTA has purchased the following for its own use: _____

_____. This equipment will be stored at _____
(Class/Grade Level/Special Program/School)

but will remain the property of the PTA.

It may be used only by PTA members or under their supervision. This item may be used by school _____ staff and/or _____ students. Anyone using the property other than the PTA will pay for supplies and maintenance. If the item is damaged when its use occurs outside the PTA then repayment for cost or damage will be required.

Signed: _____

Date: _____

SPTA President

Principal

Date: _____



Department of Education
Baguio City High School
PARENT-TEACHER ASSOCIATION, INC.

Form# _____
November 2022

PTA REIMBURSEMENT VOUCHER

Payable to: _____
Address: _____
Check requester: _____
Account to Debit: _____

Date needed: _____
Phone: _____
Date: _____
Invoice #: _____

(If your invoice reflects more than one account, please identify each and amount to be deducted from each.)

Item	Place of Purchase	Amount
	TOTAL	

(Receipts are attached and sales tax will not be reimbursed)

Treasurer's Notes:

Date invoice received: _____
Plan of Work _____ Motion: _____
Date approved: _____ Paid: _____
Check Number: _____
Amount of Check: _____
Cash: _____

Remarks:

Treasurer's Signature: _____

Date: _____

President's Signature: _____

Date: _____

Attach receipt(s)

#learnerswelfareisparamount

Participatory
Transparency
Accountability
Integrity