



# REQUEST FOR PTA FUNDS

see guidelines on next page (do not use to request a check)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Person/Group: \_\_\_\_\_

Amount: \_\_\_\_\_

Date Funds Desired: \_\_\_\_\_

Equipment/Materials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does this request support our school's mission statement, goals and/or strategies?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Board Action

Date Considered \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Taken

\_\_\_\_ Total Request Given

Amount: \_\_\_\_\_

Paid To: \_\_\_\_\_

Forward Payment to: \_\_\_\_\_

Check #: \_\_\_\_\_

\_\_\_\_ Request Delayed:

\_\_\_\_ Request Denied:

\_\_\_\_\_  
PTA President

## **Guidelines for requesting PTA funds:**

1. Under “equipment/materials” please list specific items with exact prices, including shipping and tax.
2. Attach a copy of the catalogue with a picture and pricing of the item, if possible. The committee appreciates visual aids.
3. In your explanation, be sure to include such items as how many children would benefit from use, the educational benefit, and how long the item will last.
4. The committee will need to know if it’s possible to obtain the funding from other sources, such as the school district or your annual state funds.
5. The committee also considers whether you are a current PTA member and if you’ve had requests approved in the past.

Inclusion of the above items will enable the committee to make a decision in a timely manner.

Thanks!