



2015-2016 School Year
BAS PTA Teacher/Staff Request Form

Request for Approval

Applicant Information

Date: _____

Applicant Name: _____
Last First

Item(s) / Event: _____

- Teacher, Staff, Grade, Class room, Funding, Volunteers

Amount of funds needed: \$ _____ Date needed: _____
of volunteers needed: _____

Reimbursement Check payable to: _____

Description (attach any supporting information, including a cost breakdown if the funding requested includes multiple items):

Requesters Signature Date

Approval of Purchase

Approved Item(s): _____ Approved amount: _____

PTA President Signature Date

The PTA is unable to grant your request at this time because _____

Confirmation of Purchase

Reimbursement check payable to: _____

Status of Offer: Purchase Receipt Check Issued

To be included on PTA agenda, request must be turned in to the PTA via elementary school one week before meeting. We respectfully request your presence at PTA meeting to present your request and answer any PTA questions.