

Request for Approval

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.**

Applicant Information

Applicant Name: _____
Last First Date

Item(s) / Event: _____

How many students benefit: _____

- | | | |
|----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Grade | <input type="checkbox"/> Funding |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Class room | <input type="checkbox"/> 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

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

Status of Offer: Purchase Receipt Check Issued Check # _____