

# Funding Request Form

Use this form to request funding for a project that isn't already in the PTA approved budget.

## **Request**

Staff member name: \_\_\_\_\_

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

Description of funding request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

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

Please submit this request to your Principal. The Principal will bring it to PTA as needed.

## **Approvals**

Principal signature: \_\_\_\_\_

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

PTA President signature: \_\_\_\_\_

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

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## **Treasurer's Use Only**

PTA Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Budget category to be charged: \_\_\_\_\_