

Request for Approval

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

Applicant Information

Applicant Name _____
Last First Date

Item(s)/Event: _____

How many students benefit: _____

☐ Teacher
☐ Staff

☐ Grade
☐ Classroom

☐ 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 request includes multiple items.): _____

Requestor's Signature

Date

Requestor's Signature

Date

Status of Approval

Approved Item(s): _____

Approved amount: _____

PTA President's 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 # _____