Request for Funds Form

This is a request for funds from the Sherman Elementary PTSA. The expenditure for which these funds are to be used is not part of the approved budget for the year. These funds, if available and approved, will be taken from Undesignated Funds. This expenditure must be approved at a general membership meeting.

Date Requested: _____ / _____ / _____

Date Needed: _____ / _____ / _____

Amount Requested $ _____.____

Requested by _____ □ Teacher □ Parent □ Other

_____ □ Teacher □ Parent □ Other

_____ □ Teacher □ Parent □ Other

_____ □ Teacher □ Parent □ Other

_____ □ Teacher □ Parent □ Other

_____ □ Teacher □ Parent □ Other

Reply to: _____ Phone (_____) _____ - _____

Payment to: _____

□ One time payment

□ Annual commitment

Purpose:

Educational Impact (Grades/Number of students):

Additional Comments:

For Board Use Only

□ Date submitted at meeting: _____ / _____ / _____

□ Revised □ Approved □ Declined

□ Request for further information

□ Requestor advised Date_____ / _____ / _____ By: _____