

**REQUEST FOR FUNDS**

This is a request for funds from the \_\_\_\_\_ Association. 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 board meeting.

Date requested \_\_\_\_\_

Date needed \_\_\_\_\_

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

Requested by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Board Use Only**

- Date submitted at board meeting \_\_\_\_\_     Approved     Declined
- Revised \_\_\_\_\_
- Request for further information \_\_\_\_\_
- Requestor advised \_\_\_\_\_    Date \_\_\_\_\_    By \_\_\_\_\_