

REQUEST FOR FUNDS FORM

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 _____