**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 o Teacher o Parent o Other

 o Teacher o Parent o Other

 o Teacher o Parent o Other

 o Teacher o Parent o Other

 o Teacher o Parent o Other

 o Teacher o Parent o Other

Reply to Phone

Payment to o One time payment

 o Annual commitment

Purpose

Educational impact (Grades/Number of students)

Additional comments

**For Board Use Only**

o Date submitted at board meeting

o Revised o Approved o Declined

o Request for further information

o Requestor advised Date By