



## REQUEST FOR FUNDING

School Year 2017-2018

**Instructions:** Complete this form and submit to the PTA (drop in the mail box, **and** send e-mail to Marie Garland, Treasurer, at [mbgith@gmail.com](mailto:mbgith@gmail.com)) at least one week prior to a regularly scheduled PTA meeting. Meetings for 2016-17 are held the first Monday of every month except January (no meeting). If more space is needed, attach this form to a separate narrative in which questions 1 and 2 are answered in full.

|  |                              |
|--|------------------------------|
| Name of person requesting funds: _____ | Date of Request: _____       |
| Email of requestor: _____              | Phone: _____                 |
| Total amount of request: _____         | Date funds are needed: _____ |

*(attach a detailed budget if the request includes multiple kinds of expenses, for example, speaker fees **and** food).*

### Cost Sharing

Does the amount requested represent the total cost? (check one):  - YES  - NO  
If NO, what other organization(s) or agenc(ies) is/are contributing to payment of the costs?

Total funding provided by other organization(s) or agenc(ies): \_\_\_\_\_

|  |  |   |
|--|--|---|
| Will PTA pay for goods or services directly, or will the requestor make the payment and then submit receipts for reimbursement? (check one):<br><i>*Please use the "Enfield PTA Request for Reimbursement Form" when receipts are available.</i> | <input type="checkbox"/> - PTA pays directly | <input type="checkbox"/> - Requestor will seek reimbursement* |
| Check should be made payable to: _____   | Address: _____                               |   |

**Question 1:** What is the primary purpose of the expense; i.e. what goods or services will be purchased? For whom?

**Question 2:** In what ways will the requested funds support one or more of the primary purposes of the PTA, which are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

### PTA use only

Presented for approval on: \_\_\_\_\_ Outcome:  Approved  Not Approved  Approved with Conditions  
Special Conditions: \_\_\_\_\_

Request for Payment Rec'd (date): \_\_\_\_\_ Payment Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_