

**PTA FUNDING REQUEST FORM**

**DATE** \_\_\_\_\_

**NUMBER (allocated by PTA Secretary)** \_\_\_\_\_

**REQUESTER'S INFORMATION**

Name \_\_\_\_\_  
 Relationship to School (please circle) TEACHER/PARENT  
 If teacher, what Year/Subject do you teach? \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Telephone number \_\_\_\_\_

**FUNDING REQUEST**

When are the items required? \_\_\_\_\_  
 Are you receiving funding from any other source?  
 e.g. parent, class fundraiser Yes/No  
 If yes, how much funding? e.g. 25%, 50% \_\_\_\_\_  
 Are the items beneficial for long term or short  
 term use? (Please circle) Long term/Short term  
 Have you received funding from the PTA in this or  
 the last school year? Yes/No  
 If Yes, how much and what for?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| DESCRIPTION OF ITEM(S): (Please provide as much information as possible, drawings/sketches/ photographs can be attached to the form). | CATALOGUE /SUPPLIER NAME | CATALOGUE NUMBER | QUANT ITY | PRICE PER ITEM | TOTAL |
|---|--------------------------|------------------|-----------|----------------|-------|
|   |                          |                  |           |                |       |
|   |                          |                  |           |                |       |
|   |                          |                  |           |                |       |
|   |                          |                  |           |                |       |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
| SHIPPING, TAX AND DUTY   |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL COST/FUNDING REQUEST - This total will be the funding limit. |  |  |  |  |  |

| SIGN OFF SHEET  | NAME & POSITION e.g.<br>LIS TEACHER (Please<br>print) | SIGNATURE | DATE | APPROVAL |    |
|---|---|-----------|------|----------|----|
|   |   |           |      | YES      | NO |
| Form completed and submitted by:  |   |           |      |          |    |
| Reviewed and approved by Primary/High School<br>Coordinator. (Please provide email<br>address.....)<br>If No approval, form returned to originator. |   |           |      |          |    |
| Approved by LIS Director for funding from PTA.  |   |           |      |          |    |
| PTA Secretary submits form to PTA at the next<br>Council meeting.   |   |           |      |          |    |
| PTA Council approval. (If Yes form is submitted to<br>Treasurer, if No, form is kept and filed by PTA<br>Secretary).                                |   |           |      |          |    |
| Form to PTA Treasurer.  |   |           |      |          |    |
| Person who requested funding has been notified.   |   |           |      |          |    |
| Primary/High School Coordinator notified.   |   |           |      |          |    |
| Item(s) ordered.  |   |           |      |          |    |
| Receipts received by PTA Treasurer.   |   |           |      |          |    |
| Item(s) received.   |   |           |      |          |    |
| Date funds taken from PTA account.  |   |           |      |          |    |