

East Ridge Elementary PTA  
REQUEST FOR FUNDS

This is a request for funds from \_\_\_\_\_.  
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

Reply to \_\_\_\_\_ Phone \_\_\_\_\_

Payment to \_\_\_\_\_

One-time payment

\_\_\_\_\_

Annual commitment

Purpose \_\_\_\_\_

\_\_\_\_\_

Educational impact \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Board Use Only	
Date submitted at board meeting _____	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Revised _____	
Request for further information _____	
Requestor advised _____	Date _____ By _____