



Funds Request Form

Complete the form below in order to request unbudgeted funds from the PTA. Your request will be reviewed by the Executive officers, who will make a recommendation to the PTA Board. Your funds request will get a yes or no vote, unless further information or consideration is requested by the PTA. Requests must be submitted a minimum of 10 days prior to the need of the funds. Keep this timeline in mind when turning in a request to ensure that the officers and the board have ample time to review and research as needed. PTA funds must be used to **benefit A.K. Suter Elementary** students' health, welfare, safety, or education, and your request will be considered in light of those requirements. Please attach any research you have done on cost and be sure to include enough detail about how the funds will be spent.

Teachers and staff members: If your request involves funds for trainings, seminars, etc., please be aware that if approved, you will be required to come back and discuss what you learned and train parents and other staff members when appropriate no later than the 2nd PTA meeting after your attendance is completed.

Submit a hard copy of this form to the PTA Teacher Liaison.

Your Name(s): _____

Phone Number(s): _____

E-Mail: _____ Date of Request: _____

Reason for your Request _____

How the money will be spent:

Items to be Purchased	Estimated Cost
Total:	