 TCPS Staff Request for PTA Funds

Date

Contact Name       Email

Department/Grade Level You Teach

This is a Request for:

[ ]  Individual Teacher Allotment or [ ]  Grade Level/Department Allocation or [ ]  General Fund

What other funding sources have you tried? WLWV District?

What was the response from this/these funding source(s)?

Please describe how the requested funds will be used and who will benefit from the purchased item(s) or activity:

Please complete the chart below, if applicable, and attach images of items, if available.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Description | Quantity | Cost per Item | Location (Store/Website) | Shipping Cost | Total, with Shipping  |
|       |       |       |       |       |       |
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Total Requested: $

*Please remember Grade Level Allocation request amount must be less than $1000; Individual Teacher Allotment must be less than $200. Any General Fund request over $250 must be approved by General PTA Membership.*

Once approved, who will be placing order?

\*\*Please submit this Request form to your Principal for PTA Board review/approval.

\*\*Upon approval, person ordering must submit a Reimbursement/Cashbox Request form to the TCSP PTA Treasurer. Form can be found under Forms at trilliumcreekpta.org.