

# Latham Ridge PTA Request for Funds Form

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE FUNDS ARE NEEDED BY: \_\_\_\_\_

**Criteria to be met to request funds:**

1. Requests must be in writing.
2. Requests must directly benefit the educational needs of the students.
3. Written requests must be delivered to the PTA mailbox no later than the first of each month.
4. If the request is approved by the PTA Officers, you will be notified and asked to present your request at that month's PTA Meeting for discussion. A vote by the membership will take place at the following month's meeting.
5. If the request is denied, you will be notified within 1 week of the date on the written request.

REQUEST APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Please be prepared to present request at the next PTA Meeting on: \_\_\_\_\_

\_\_\_\_\_ .

REQUEST DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_