



Puesta del Sol PTA Grant Request (updated 7/29/2019)

Instructions:

- Please fill out this form completely
- Submit form to the Puesta del Sol Principal for signature
- After Principal approval, Email this form to schoolrelations@puestadelsolpta.org or place form in the PTA cupboard in the folder named "grant request"
- Grant requests will be reviewed at the subsequent Board meeting.
- A signed approval or disapproval will return to you within 5 business days of a board meeting.
- Upon approval of grant. Please submit purchase request to the office manager with a copy of the approved grant. Office may make the purchase for PTA to reimburse.
- Grant deadline for the current school-year is 1 week prior to the March Board meeting.

Grant Request

Submitter Information:

Your Name:	<input type="checkbox"/> Teacher	<input type="checkbox"/> Staff	<input type="checkbox"/> Parent
Email: _____	Phone: _____	Date: _____	

Type of Request:

<input type="checkbox"/> Material or Equipment	<input type="checkbox"/> Service or Program
<input type="checkbox"/> Off Campus Experience	<input type="checkbox"/> On-Campus Experience
<input type="checkbox"/> Other: _____	

Describe the request and the needs that will be met upon approval: _____

Request Purpose and Scope (Check all that apply)

<input type="checkbox"/> For Students	<input type="checkbox"/> For Teachers	One time ask? Yes/No
<input type="checkbox"/> For Staff	<input type="checkbox"/> For Building	Is there an alternate funding source? Yes/No
<input type="checkbox"/> For Grade(s): _____	<input type="checkbox"/> For Classroom: _____	

Other: _____

Charge Description	Amount
Field trip / Service / Materials or Equipment / Program / Other	\$
Shipping/Handling	\$
Tax	\$
Total Requested	\$

Principal Signature: _____ Date: _____

For PTA use:	Approved: Yes/No	Signature: _____	Date: _____
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