**Pinecrest High School PTSA**

**Teacher/Staff Funding Request Application**

**2018-2019**

 *Please complete this form and place it in the PTSA mailbox in the main office.*

*Any questions? Email the PTSA at pinecrestptsa@gmail.com ☺*

 Date: \_\_\_\_\_\_\_\_\_\_\_\_

 Teacher/Staff name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shipping Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Will you fund the purchase and then be reimbursed or would you prefer the PTSA to issue a check directly to the vendor?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vendor name and address, if PTSA will issue a check directly:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Guidelines

* Briefly describe your project and include with this application:
	+ How it will benefit a significant number of PHS students, and number if known
	+ Why it can’t be funded through other sources
	+ Whether the item is “one-time/one-student” use or reusable
	+ An accurate cost estimate with shipping, if applicable (for example; for online purchases, create a “shopping cart” including the purchase + shipping costs and print a copy to submit, or request a quote or estimate from a potential vendor – they can often create one on the spot, email or even text one to you)
* You may place the completed application, including attachments, in the PTSA mailbox. We will notify you if your request is approved or not. PTSA meets monthly, typically on the second Monday, so plan submissions accordingly, as requests will be reviewed and funded on a first come basis.
* If your request is approved, you **must** submit all relevant invoices and/or receipts to the PTSA to be reimbursed.

Project Description

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