

Hammond Elementary School PTA Request for Funds Staff Proposal

Date: _____

Name: _____ Position/Team: _____

I am a (check one):

- Administrator
 Teacher
 Support Staff person

Name of Activity: _____

Amount Requested: _____

Date Funds are Needed: _____

Description of Activity: _____

Benefit/Purpose of Activity: _____

Detailed Budget Description: (EX: 200 medals @ \$2 each for participants; \$50 for drinks; \$60 for registration fee; etc...)

****Complete information above and turn into HES Administrator who will submit to the PTA President.**

Approved By:

HES Administrator: _____ Date: _____

PTA President: _____ Date: _____

PTA Treasurer: _____ Date: _____

Note: This is an application for funds. Upon approval, the requestor must fill out an HESPTA Disbursement Request in order to get reimbursed for funds spent.