

P arents and T eachers of S ycamore Trails

Request for Funds Form

Any teacher or staff member may use this form to communicate a request for funds from PTS for materials to be used for the benefit of Sycamore Trails students.

Requests may be submitted individually, by grade level or by department.

All requests are reviewed by PTS Executive Board. (Requests above \$2500 will need the approval of the PTS board and committee members present at the monthly meeting per by-laws.)

If approved and funds are immediately available, request will be funded.

If a request cannot be immediately funded, PTS will review again in the current school year and determine if additional fundraising is required.

Fill out top portion only and place in PTS 1st VP mail tray in clerical room.

Name of person(s) or department(s) submitting request **Date**

Description of requested item(s) and purpose (attach pages as needed)

Cost: _____

-----**Below for PTS Board**-----

Date Reviewed: _____ Vote count: ____ Yes ____ No

Reviewed by: _____

Memo **Date:** _____

To: _____

From: PTS

Re: Funds Request Approval

Your request for PTS funds to purchase _____
has been approved.

The PTS will reimburse the cost of your purchase up to \$_____.

Please use the tax-exempt ID certificate for your purchases. Taxes will not be reimbursed.

To receive payment please place a copy of your original request form, with receipts attached, in the PTS 1st VP mail tray in the clerical room. No reimbursements can be issued without receipt(s).