

Lafayette Elementary PTA Funding Request Form

Name:	Date:
Phone:	Email:

Please use this form to request any funding requests or reimbursements. Please tell us briefly what you are requesting, what it will be used for, what impact you anticipate, who will benefit (i.e. all students, all 4th grade students, resources for copy room, etc.).

Description of Request:
Made Payable To:

Please submit a detailed budget if your request includes multiple items.

Budget

Item	Amount	
		Total:

Original receipts must be submitted to receive reimbursement for personal funds expended.

Signature of Requestor

Approved Date