**Leigh School PTA**

**Faculty Funds Request**

The Leigh PTA would like to make occasional discretionary funds available to help defray the costs of goods and services purchased for the benefit of students enrolled in the school. The PTA will consider all requests but prefers that requests be for goods and/or services, which enrich the educational experience of as many students as possible.

****If you would like to request funds from the Leigh PTA, please complete this request form and submit to the PTA via the school office. All requests must be pre- approved by the school principal. Faculty are encouraged but not required to present their request during an open PTA meeting, although the PTA Board will vote on fund requests only during closed session. Please notify the PTA President if you would like to be placed on the open meeting agenda to present your funds request**. ALL REQUESTS ARE DUE BY April 22nd!**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****Position (grade/subject): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe your request in as much detail as possible. Including how many students would benefit, how they will benefit, and if the funds requested are supplemental to other funding sources. Also include any pricing and ordering information. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Principal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: Y N Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTA President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_