



Lake Tapps Elementary School PTA

5.2.30

Proudly Serving Lake Tapps and Dieringer Heights Elementary Schools

Teacher Funding Request Form

Please fill out the following information. Return it to the PTA box in the office. The Executive Committee will review all requests. Thank you for all you do for our kids!

Date: _____

Grade Level: _____

Teachers: _____

Items Requested: _____

Which Essential Academic Learning does this support? _____

How do the materials or items support this Essential Learning? _____

Total Amount Requested: _____

Pre-Authorization Receipt Attached Invoice or order form Attached

Make Check Payable to: _____

(For PTA Use)

Date Received: _____ Reviewed by: _____

Disposition

Request Accepted: _____ Denied: _____

More information needed: _____

Amount Authorized: _____ Dated: _____

Returned to Teacher: _____ Forwarded to Teacher: _____

Notes: All funding requests must be received no later than June 15.

(For Treasurer Use Only)

Date: _____ Check #: _____ Amount: _____

Committee: _____