

Carriage Crest Elementary PTSA Staff Request Form

The PTSA maintains yearly budget allotments for Carriage Crest Elementary teacher and staff requests. PTSA staff members must use this form to request funding or reimbursements for the following:

PTSA Budget ~ Line Item

The budget amount is designed to cover the costs

*School Curriculum/
Staff Requests*

For educational opportunities above and beyond the standard curriculum and school/classroom supplies.

Scholarships

For expenses incurred (by teachers and staff) for students who could not otherwise afford appropriate school supplies or classroom subscriptions.

Field Trip Support

For scholarships associated with field trips or 6th grade camp. Funds also support transportation costs.

The PTSA General Board reviews all submitted Staff Request Forms at the monthly meetings. Receipts for items already purchased may be submitted, but keep in mind, requests can be refused.

To submit a request, please fill out this form and place it in the PTSA President's folder inside the workroom.

Today's Date: _____ Are you a current PTSA member? Yes No

Name: _____ Phone # _____
Person filling out this form.

Dollar amount requested: \$ _____ Date money needed: _____

Check needs to be made out to: _____

The money will be used to/for: _____

Applicant's signature: _____

Staple the receipts to the back of this form. No reimbursements can be given without a receipt.

For PTSA Executive Committee Use Only

Date form received: _____

Request approved: Yes No PTSA President's Signature: _____

Check made out to: _____

Check # _____ Check Date: _____ Total Amount: \$ _____

BUDGET LINE ITEM(S) CHARGED? (INDICATE DOLLAR AMOUNT FOR ALL THAT APPLY):

School Curriculum/Staff Requests \$ _____ Scholarships \$ _____ Field Trip Support \$ _____

Comments: _____

Treasurer's Signature: _____