

GREENWICH HIGH SCHOOL PTA

2020-2021 VENTURES IN EDUCATION FUND REQUEST FORM

(Related items may be placed on one form.)

Applicant:	Date:
Department:	House:
E-mail Address:	Phone:

Item(s) Requested:

Itemized Cost: Cost per item/component (please list each accessory item on its own line).

Total Item Cost:	
Shipping:	0.00
Installation:	
<i>Other</i> *:	
TOTAL COST:	

Other *: Please explain any other expenses that may be incurred in this purchase/project. Other expenses may include one time expenses such as training, protective cases, or licensing fees.

Additional Funding Sources: What other sources are contributing to this purchase? Are there other funding sources available for this request?

Auxiliary items: Please list any auxiliary items that may be required to support the use of the item requested in future years (e.g., ink, cords, licensing fees, software, etc.).

Purpose of item(s) requested: (Describe need, how many students and/or staff will benefit and in what manner, where the item will be used, and how it will be purchased.)

Please be sure to read the *Directions for 2020-2021 Ventures in Education Request Form* carefully. And please remember to forward your completed Request Form to your Department Head for approval. Your Department Head should then submit your Request Form to the GHS PTA at Ventures.Ed@ghspta.org only if it is approved.

All forms must be received no later than Friday, October 30, 2020.

Email questions to the GHS PTA Ventures in Education Coordinator, Valerie Rimmer, at Ventures.Ed@ghspta.org.