National PTA

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BAS PTA Teacher/Staff Request Form

Request for Approval

To be included on PTA agenda, request must be turned in to the PTA via Elementary school office. We respectfully request your presence at the PTA meeting to present your request and answer any questions.

Applicant Information

Applicant Name _____

                        Last   First   Date

Item(s)/Event: _____

How many students benefit: _____

- ☐ Teacher
- ☐ Staff

- ☐ Grade
- ☐ Classroom

- ☐ Funding
- ☐ Volunteers

Amount of funds needed: $_____   Date needed: _____

# of volunteers needed: _____

Reimbursement Check payable to: _____

Description (attach any supporting information, including a cost breakdown if the funding request includes multiple items.): _____

_____

_____
                Requestor's Signature   Date

_____
                Requestor's Signature   Date

Status of Approval

Approved Item(s): _____   Approved amount: _____

_____
                PTA President's Signature   Date

☐ The PTA is unable to grant your request at this time because:

Confirmation of Purchase

Status of Offer: ☐ Purchase Receipt   ☐ Check Issued   Check # _____