

SAN JUAN PUBLIC SCHOOLS FOUNDATION

-supporting excellence in our schools

FUNDING REQUEST FORM

1. REQUEST – List a specific amount based on accurate costs *including shipping and tax*

Teacher _____ School _____ Date _____

SUMMARY OF AND REASON FOR REQUEST (Ex: Materials to be purchased, timeline, cost including tax and shipping,)

VENDOR:

TOTAL AMOUNT (including Tax and Shipping):

2. APPROVAL OF REQUEST

Principal signature _____ School _____ Date _____

PRINCIPAL COMMENTS (Approval, any adjustments to original request)

3. DISTRICT OFFICE

Superintendent’s signature _____ Date _____

Business Manager (tracking number assigned) _____ Date _____