## **Mead PTSA Grant Request Form**

Mead PTSA is pleased to consider your grant. Submit request to the school principal, Sandy Klein, for review.

It will then be presented to the Mead PTSA for consideration.

			of focus:	
Email:	Date Submitted	d:	_Amount Requ	ested:
Reviewed by Principal:	PTSA Response:			
1. Describe the program, proje				
		•		
2. Explain how and how man	v students will be impo	cted by this o	reant	
2. Espain now and now man	y students will be impa	cica by mis g	grant.	
<ol><li>Provide a cost analysis for e please explain.</li></ol>	expenditure. Please pro	vide at least t	wo cost estimates	s, if unable
Item	Vendor	Cost	Shipping	Total
			-	
		-		
		1		

6. Is this a one-time purchase or would you like the PTSA to consider it for an ongoing PTSA expense?

## MEAD PTSA CHECK REQUEST AND/OR REIMBURSEMENT VOUCHER PLEASE REMBEMBER:

			Treasurer:	udit:
		Check Amount	Check Date	heck Number
		are ·	Entered in financial software	
₩.	Total Reimbursement request:	/:	Treasurer's Use Only:	
Total	Items Purchased	Ite	Vendor/Business	Receipt Date
		omer:		
				PTSA President:
	cher's box (School Staff only)	Placed in teacher's box		Signature:
ts)	Placed in attached self addressed/stamped envelope (parents)	Placed in atta		Pay to the order of:
	Placed in committee folder	Placed in cor		Date of request:
	(Note: checks cannot be sent home with students)	(Note: checks		Event/Activity:
	PLEASE DELIVER MY CHECK VIA:	PLEASE	FILL OUT THE FOLLOWING INFORMATION:	FILL OUT TH
		lurn-in to PTA president for approval	*	
	••••	Sign form		
	nt request, if applicable	Attach all receipts and a copy of Grant request Itemize all receipts or purchase orders  Total reimbursement request		
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