

2008 to 2009 School Year Siena PTA Teacher Request Form

The PTA at Siena K-8 is pleased to make funds available for the enrichment of students' educational environments and/or for items you desire that are not available through the regular school budgets. All funding requests are presented for vote at the PTA general meeting on a first-come basis.

1. Fill out the form below.
2. Submit to Principal Schneidt for review and approval signature.
3. Put form in the request form envelope in the PTA box.
4. The request will be presented and voted on at the next PTA general meeting (usually the first Tues. of the month)
5. Turn in all requests at least one week prior to PTA general meeting for proper review.
6. You will be notified via "reply form" of the voting results after the meeting.
7. Receipts will be required as documentation for funds granted for our audit purposes.

You are the "T" in PTA! Join us at our PTA meeting and tell us about your project before it is voted on. Just e-mail us at kristy@k4hinrichs.com we will put you on the evening's agenda.

Teacher making request: _____ Grade: _____ Date: _____

Requesting PTA funds in the amount of: \$ _____ Date funds are required: _____

Curriculum Area Impacted: _____ Number Benefited: _____

Program / Event Description (attach any supporting information):

Check one: make check payable to: _____
(Invoice is required for payment)

Reimbursement check payable to: _____
(receipt(s) required for reimbursement)

Review by Principal: _____ Date Signed: _____
(Signature) (MM/DD/YY)

PTA Reply Form

Your request for: _____

In the amount of _____ has been *approved / rejected*.

If rejected the PTA is unable to grant your request at this time because:

Thank you

PTA Executive Board Member