

# Meeker Middle School PTA (PTSA) Request for PTA Funds

## Request for Funds (R for Fs) Process:

1. Any **PTA Member in** good standing (membership funds paid in full) may make a request of the PTA: *Teacher, Parent, or Administrator*.
2. All Requests for Funds must be made in writing, preferably on the attached “**Request for Funds**” (R for Fs) form.
3. R for Fs **MUST** be **submitted to the building Principal and the PTA Executive Committee (two copies)**.
4. R for Fs must be received in the PTA mailbox two Fridays before a general meeting.
5. R for Fs will first be reviewed and discussed by the Meeker Middle School Principal and the Meeker Middle School PTA Executive Committee.
6. Final decisions regarding the disbursements of funds will be made by a vote of the PTA at the next available general meeting.
7. Receipts of all approved budget items/R for Fs must be submitted for reimbursement prior to June 5.
8. A brief report/update *may be requested* by the Executive Committee regarding execution of the funded project.
9. Executive Committee members may spend \$25 at their discretion. Expenditures of more than \$25 and less than \$100 requires the approval of the Executive Committee. Expenditures of \$100 or more require approval by vote at a PTA general meeting.
10. A full Treasurer’s report will be provided at each general meeting.

**MEEKER MIDDLE SCHOOL PTA  
REQUEST FOR PTA FUNDS**

Requestor (s) :		
Date:	Grade Levels Impacted:	Amount Requested:
<p>Details of the Request</p> <p>a) What specifically is requested?</p> <p>b) How will Requested Funds be used?</p> <p>c) Rationale for the Request (How is the request educationally related?)</p> <p>d) Is this a new event/product? If not, how was this funded in the past?</p> <p>(attach additional pages if needed)</p>		
<p>Principal Recommendation: Yes                      No</p> <p>Amount: _____</p> <p>Date: _____</p>	<p>Alternate funding available? e.g., school/building funds?</p>	<p>Rationale for support:</p>
<p>Executive Committee Recommendation:</p>	<p>Yes                      No</p>	<p>Amount:</p>
<p>Receipt(s) Submitted*</p>	<p>Yes                      No</p>	
<p>Follow-up Report Requested</p>		