

Hoover Elementary School PTA

Fund Request Form

Fund Requests are due by October 1st and April 1st and will be voted on during the November and May PTA meetings. Once completed, put this form in the PTA mailbox in the office.

Name: _____ Date: _____

Email Address: _____

Date funds are needed: _____

Description of item or project: _____

Number of students that would benefit: _____

Will volunteers be needed to implement this project? YES NO

Detailed Cost Estimate (catalogue numbers, store name, etc. when applicable): _____

Amount Requested:

\$

Additional Comments: _____

FOR PTA USE

Date Received: _____ Date Reviewed: _____

Comments: _____

Approved _____ Denied _____ Tabled for later _____

More Information Needed _____

Approved by Principal _____ Approved by PTA _____

Principal's Signature

PTA President Signature