

**Stoneleigh Elementary School PTA
Mini-Grant Form
Teacher's Special Request Fund**

Instructions:

After reviewing your plans with Mrs. Warner, complete this form with brief information regarding your project and your best estimate for expenses.

Please attach all supporting materials (e.g., catalog pages, invoices) to the back of this form and return the application to the PTA Treasurer's mailbox in the school office.

This form will be discussed at the following monthly PTA meeting. Please try to attend in case questions arise and clarity is needed. Following the meeting, you will be contacted by the Treasurer regarding status and payment arrangements.

Requested by: _____ Date: _____

Amount of Request: _____

Purpose /Project: _____

Population Served: _____

Itemized expenses /Preferred Vendor: _____

Date of Project /Date Funds are Needed: _____

Date Presented to Executive Board: _____ Approved: _____

(Officer Signature)

Paid by Check # _____ Date: _____ Treasurer: _____

(Signature)

Memo: