



# Bacon Elementary

## PTA Ways and Means Request

Please use this form to request funds from PTA. Form may be used by parents, teachers and staff. This form must be completed and submitted to the Bacon PTA treasurer by noon on the last Friday of the month. Please place the form in the Treasurer's box found in the VIPs room. Requests will be considered during the monthly meeting the second Thursday of each month.

**Date of Submission:** \_\_\_\_\_ **Date funds needed:** \_\_\_\_\_

Please be aware if there are any questions about your request, it will delay the decision until the following month. The Board will discuss the request with the provided information at that time.

**Request submitted by:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Description of Request:**

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**How many students will it benefit?** \_\_\_\_\_

**Who will this benefit? (Please check all that apply)**

\_\_\_\_\_ specialized group (# \_\_\_\_\_)      \_\_\_\_\_ Classroom (# of classrooms \_\_\_\_\_)  
\_\_\_\_\_ Grade level (# of grade levels \_\_\_\_\_)      \_\_\_\_\_ Entire school body      \_\_\_\_\_ Other (please explain) \_\_\_\_\_

**Purpose and/or Benefit:**

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**Vendor:** \_\_\_\_\_ (if applicable)

Funds Requested: \$ \_\_\_\_\_  
PTA funds requested: \$ \_\_\_\_\_  
Total from outside sources (grants, donations, classroom funds) \$ \_\_\_\_\_  
Total Cost: \$ \_\_\_\_\_

\*\*Please keep in mind that it may take up to a week for the Treasurer to receive your request. You will get a confirmation email that your request has been received and the information will be discussed for consideration at the next PTA meeting.

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For Treasure's use: check # \_\_\_\_\_ Date: \_\_\_\_\_