



# Forest Park Elementary PTA

9935 NW Durrett St. | Portland, OR 97229

## Request for Funds

This is a request for funds from the \_\_\_\_\_.  
(committee or name of event)

The expenditure for which these funds are to be used is not part of the approved budget for the year. This expenditure must be approved by the board.

Requested by \_\_\_\_\_ o Teacher/Staff o Parent o Other

Date requested \_\_\_\_\_

Date needed \_\_\_\_\_

Amount \$ \_\_\_\_\_

Notes/Details \_\_\_\_\_

Payment to \_\_\_\_\_

Purpose \_\_\_\_\_

Educational impact (Grade(s) or Number of students) \_\_\_\_\_

Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **For PTA Executive Board Use Only**

o Date submitted \_\_\_\_\_ o Approved o Declined

o Reason for decline: \_\_\_\_\_

o Request for further information \_\_\_\_\_

o Revised \_\_\_\_\_ o Approved o Declined

o Requestor advised \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_