



Teacher Grant Request Form

Teacher Grant Money is to be used to enhance and support classroom instruction and student engagement.

Date Request Submitted _____ Amount _____

Person Making Request _____ Grade _____

Intended use of funds _____

Request for reimbursement: **yes / no**

Request for check: **yes / no**

To Whom Should Check Be Paid? Name _____

Address _____

Please do not make any purchases until you have written approval from the PTA that your grant request is approved! Attach quotes, product information, etc. to this form for review and approval. Upon receipt of written approval from the PTA Board, please email a receipt or invoice to treasurer.jh.pta@gmail.com or leave it in the PTA mailbox.

AUTHORIZED BY: _____

PTA President or Treasurer