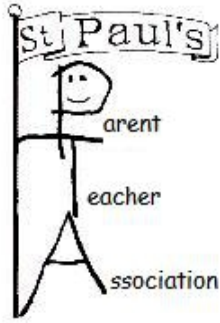


# REQUEST FOR FUNDING



1. Please fill in this form including as much detail as possible. If your request is greater than £1000.00, we may ask for a breakdown of costs, so it's worth researching the details in the first instance.
2. Pass the original form to Mr Watson for PTA approval, keep a copy for yourself.
3. Once PTA has approved in conjunction with Mr Watson, please pass to Mr Bown for his final sign off. **NB, your request may be placed as pending if they feel it is not an item for immediate priority.**
4. Once MB has signed, please order your items via Nicky Woods, giving her this form. If the PTA is to order for you, please pass back to us.
5. NB - it has come to our attention that ESPO doesn't always equal the best value for money. Please spend 5 minutes comparing prices online vs ESPO; we are happy to place online orders for you if necessary.

Name: ..... Class: .....

Date: ..... Needed by: .....  
 (date form is submitted) (date or term you'd ideally like item for)

Item requested: .....

Cost: .....

Please indicate whether this cost is: Estimated / Actual  
 (delete as appropriate)

Supplier: ..... Office / PTA to order  
 (please indicate who you will be ordering from and whether you'd like the Office or PTA to place the order)

Reason / Use: .....

.....  
 .....  
 .....

*(help us to understand which classes / sections of the school might benefit from your request. The information you provide us with will help us to keep parents informed about what we are funding on their behalf. Feel free to attach additional pages if necessary)*

Email: .....  
 (should we need to contact you for additional info or update you about the status of your request)

## THANK-YOU

- |                         |  |   |  |
|-------------------------|--|---|--|
| PTA to complete:        | <input type="checkbox"/> Approved                          | <input type="checkbox"/> Pending        | <input type="checkbox"/> Declined          |
| If approved:            | <input type="checkbox"/> Copy to Head / Deputy headteacher | <input type="checkbox"/> Copy to Office |  |
| If purchased by school: | <input type="checkbox"/> Paid                              | <input type="checkbox"/> Pending        | <input type="checkbox"/> Invoice to PTA    |
| If purchased by PTA:    | <input type="checkbox"/> Paid                              | <input type="checkbox"/> Pending        | <input type="checkbox"/> Invoice to school |