

Oak Lawn Elementary PTG Funding Request Form

Date: _____

Funding Request#: _____
(Assigned by PTG Treasurer)

Name: _____
Department/Grade Level: _____

Email: _____

1. If connected with an event or project, please identify:

2. Is this request part of a quote? Yes _____ No _____ (If yes, attach a copy.)

3. Describe how the requested funds will be used and who will benefit from the purchased item or activity:

4. Estimated purchase detail (must be provided)

Item	Quantity	Cost/item	Total
		Total Cost:	

Shipping costs must be included, if applicable.

Instructions: Submit completed form and all supporting documents to PTG president at least one week in advance for decision at the next regularly scheduled PTG meeting/board meeting. If approved, you will be notified within one week of request. If approved, you may then either request a check directly from the PTG Treasurer or make the authorized purchase and request reimbursement. All appropriate invoices and receipts must be turned in to the Treasurer after purchase.

Every effort is made by the PTG to be fair and equitable when considering funding requests for teachers, staff, and students. While the PTG would like to honor all requests for funds, we have a limited amount of funding to work with. The PTG gives preference to funding requests that will impact as many Oak Lawn students, families, and faculty as possible, with consideration given to those that provide a longer-term benefit. Please recognize that every request is considered important, but a requested item or service for the academic success of all of our students receives precedence.

-Oak Lawn PTG