

TOWNSEND ELEMENTARY SCHOOL PTA Funding Request Form

Today's Date: _____

Staff Member Making Request: _____

Email: _____

Amount Request: \$ _____

Date funds are needed by: _____ --- mm/dd/yy

What is the purpose of these funds? Please explain how these funds will benefit the students of Townsend Elementary School?

If you are requesting TES PTA funding, please complete this form. Place form in a sealed envelope and place in the TES PTA mailbox in the office. Due to the large amount of mail that we receive, please send an email to @ tespa@aol.com so we can be looking for your request. You will receive an email once your request is received. If you have not received a reply within 5 days of your submission, please email the PTA. **DO NOT ASSUME THAT WE HAVE RECEIVED YOUR REQUEST.**

If you are requesting TES PTA funding for a **FIELD TRIP**, please use field trip requesting form.