

# Meadow Vale PTA Spending Request Form

Meadow Vale PTA raises money to enable the school to pay for events, activities or equipment outside the normal school budget. This money helps to enrich school life for all children.

In order to apply for funding from the PTA you will need to fill in this form and give it to Catherine Forrester (Head Teacher) who will pass it onto the PTA.

**Name of requestor and role in school**

**Department or area in school where funding is requested**

**What is the funding being requested for, description of spend**

**What benefit would be gained from this spend**

**Date when the funds are needed**

**Maximum amount being requested (please state if an estimate)**

Provide a breakdown of spend if appropriate:

**Signature of requestor**

**Date**

**Signature of Head teacher**

**Date**

**Signature of PTA Committee member 1**

**Role of committee member 1**

**Date**

**Signature of PTA Chair**

**Date**