



SPECIAL Request of Funds

Today's Date:

Requester's Name:

Requester's Email:

Requested Amount: \$

Need to ask a question?

Happy to help! Please send your question to:
SunsetRanchPTCTreasurer@gmail.com

Procedure:

1. Attach copies of relevant research, such as pricing details, pictures, etc.
2. Place the completed packet in the PTC Treasurer box.
3. A PTC Board Member will add it to the agenda of the next PTC Board or General meeting.
4. You will be informed about the date of the meeting and are welcome to attend the General meeting to present your request and answer questions.

Please describe what the funds will be used for:

Who will the item(s) benefit? (e.g., A class, grade-level, entire student body) Please explain:

How long will this item(s) serve the beneficiaries? (e.g., One time use, 1-2 yrs) Please explain:

FOR PTC'S USE

Special Funding Requests Chairperson

Verified funds are available:

Notified requestor of meeting:

Added request to next meeting:

Date request approved/denied: