

Treasurer use only

Request No:

Received:

Meeting Date:

Decision:

Actual Cost:

Date Paid:

PTFA

FUNDING REQUEST FORM

Requested by:

Date:

What are the funds to be used for? (Please provide description of the item(s), number required, source of the item (including website link, where appropriate), individual cost and any other relevant details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Number req’d | Source of item (inc website, where appropriate) | Cost per unit£ | Other relevant details |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Total amount requested from the PTFA: £

To whom should the funds be released?

|  |  |
| --- | --- |
| First approval (Tara Penny / Elizabeth Underwood)      | Date       |
| First PTFA approval (Chair)      | Date       |
| Second PTFA approval (Treasurer)      | Date       |

IF DECLINED, PLEASE PROVIDE EXPLANATION HERE