

CEPTSA Grant Request Form



Please complete all the applicable information below and attach, as applicable, any supporting documentation for your funding request. Do not forget to include tax and shipping in your cost estimate. Grant requests to be considered for funding out of the 2023-2024 PTSA budget for staff. All grants are reviewed by Mrs. Bookey for approval before going before the PTSA Board of Directors.

Date _____
Name _____
Department (grade, classroom or area of work) _____
Email _____

Explanation of request:

Vendor 1 information (please include name, estimated amount and date required by):

Vendor 2 information (please include name, estimated amount and date required by):

Vendor 3 information (please include name, estimated amount and date required by):

Total amount of requests (please add all vendor totals – if there are more than three vendors, please use the space below to include more information):

Additional information:

Principal: Approved _____ Denied _____ More info needed _____

CEPTSA expenditure: Approved _____ Denied _____ More info needed _____

Check made out to: _____

Check no. _____ Check date _____ Check amount _____

Mailed on _____