

Carnation Elementary PTSA Grant Request Form

2026-2027



Process:

1. Fill out the grant form and gain the principal's signature of approval
2. Make 3 copies (one for you, one for Myriah, one for PTSA)
3. Put one copy of the form in the PTSA mailbox
4. Grants will be reviewed every month at the PTSA board meeting – unless needing expedited approval
5. Approvals (yes or no) will be shared right after the meeting by the PTSA teacher rep (Claire Eaton and Samantha Letterman). Myriah should be CC'd on the approvals
6. It is the teacher's responsibility to make sure the grant is acted upon, though Krista can support teachers in ordering if needed
7. Receipts MUST be turned into the PTSA treasurer (Toni Fontang) in PTSA mailbox before the next PTSA meeting for reimbursement

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.

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):

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: Approved ____ Denied ____ More info needed ____