

# Mini-Grant Request Form Westmont High School PTSA

Please submit this form to the PTSA mailbox, located in the faculty mail room. The Grant Committee will review your request and submit their findings to the general PTSA membership meeting for a vote.

You will be notified by e-mail from a Grant Committee Member upon receipt of your request as well as when you can expect to get an answer. We will meet approximately every three months to review grant requests.

If your request is approved you will be notified to go ahead with your purchase and submit the Reimbursement Form to the PTSA mailbox.

PLEASE TYPE OR PRINT CLEARLY!!!

Request made by: \_\_\_\_\_ Dept: \_\_\_\_\_

I am a member of PTSA: \_\_\_\_\_

Room: \_\_\_\_\_ E-Mail (required) \_\_\_\_\_ Ph/Ext. \_\_\_\_\_

What do you want to purchase?

---

---

---

Who will benefit from this? (Specify which group or individual)

---

What will it be used for?

---

Where can it be purchased? Please list at least two places this can be bought

*(Please do your homework. Check several places to try and get the best deal!!!!)*

---

Can this item be purchased by the school?, The district?, Or donated by a member of the community?

---

How much will it cost? \_\_\_\_\_

I understand that this is only a request and does not guarantee that the Westmont PTSA will grant me the funds for this purchase. I also understand that if I am granted this request, it must be used for the approved items only. Any changes must be approved by the membership of the PTSA

Signature of Requestor \_\_\_\_\_ Date: \_\_\_\_\_