

Mini Grant Request Form Westmont High School PTSA

- 1. Complete this form (attach descriptions & quotes)**
- 2. Turn in to PTSA mailbox (located in faculty lounge)**
- 3. You will be notified by e-mail upon receipt of your request**
- 4. The request will be reviewed (deadlines: (Oct. 16, Jan. 15, April 2))**
- 5. You will be notified if your request has been approved or denied**
- 6. If approved, complete your purchase, and submit a Reimbursement Form to the PTSA mailbox and remember to attach an original receipt.**

Request made by: _____ Dept: _____

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 check several places for the best deal!)

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: _____