

ST. PAUL'S



**REQUEST FOR PTA FUNDING FOR SERVICE OR EQUIPMENT**

Description of Equipment or Service requested

Cost (including VAT)<sup>1</sup>

Reason<sup>2</sup>

Name \_\_\_\_\_ Signed \_\_\_\_\_  
Date \_\_\_\_\_

Head Teacher's Comments

Signed \_\_\_\_\_ Date \_\_\_\_\_

Request approved by PTA<sup>3</sup>

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR ALL REQUESTS A BRIEF SUMMARY AND PHOTO (WHERE APPROPRIATE)  
WILL BE REQUIRED FOR PTA PUBLICATIONS<sup>4</sup>**



For PTA Use only

Amount donated by PTA if different from total cost requested and why

Agreed at PTA Meeting/by PTA vote Date \_\_\_\_\_

Photo obtained Y/N Date \_\_\_\_\_

Details included in school/PTA newsletter Y/N Date \_\_\_\_\_

Press Release where appropriate Y/N Date \_\_\_\_\_

Details published on Facebook/Twitter/School Website Y/N Date \_\_\_\_\_

VAT recoverable Y/N Date \_\_\_\_\_

#### Guidance on completing this form

1. When cost is over £1000 3 quotes must be obtained and attached to this form except when PTA permission is given. All costs should include VAT and a note made whether VAT is recoverable or not. An invoice, where applicable, will be required for PTA records. If there are any amendments to the cost or what is included in the cost then the PTA must be informed in writing.
2. Specify who the service/equipment will benefit including which year groups and when the service/equipment will be in use by.
3. All requests must be discussed at a PTA meeting or be subject to a PTA vote. All requests must be signed and counter-signed by two members of the PTA executive (Chair, Vice-Chair, Treasurer, Secretary) following agreement by the PTA.
4. Please ensure that any children photographed have permission from their parents/carers for them to be published online/in the newspaper.