

# PTG Funding Request Form

Teachers & Support Staff may request items or reimbursement from the PTG for specific events, projects, or classroom necessities. If you would like to submit a request, please complete the form below and submit your requests to the PTG Mailbox or email your request to [lighthouseptg@gmail.com](mailto:lighthouseptg@gmail.com). The PTG will review all requests to approve or deny as soon as possible. Please note large requests may need to be voted on at the next PTG meeting.

Thank you!

Date of Request: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Extension Number: \_\_\_\_\_

Requested Item/ Funds Description (Include receipts if applicable): \_\_\_\_\_

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Quantity or Amount: \_\_\_\_\_

## For PTG Board Use Only

Request Reviewed Date: \_\_\_\_\_

Status: \_\_\_\_\_

PTG Signature: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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