

Immanuel Lutheran School - PTL Fund Request Form

Directions for Fund Requests

- *Approval of funds request must be complete prior to the purchase of the item(s).
- Please complete this form and submit it to the PTL mailbox or a PTL Board Member.
- Fund Requests will be discussed by the PTL Board & may also need to be brought to the PTL membership at a meeting. Please plan accordingly.
- All requests require detailed information. Lack of details may result in delays. The decision will be sent via email or teacher mailbox in a timely manner.
- Please Note: Purchase receipts are required for all PTL reimbursements.

(Teachers-Please note that if you are seeking reimbursement for out of pocket expenses incurred for classroom supplies with a limit of \$100, simply complete the Request for Funds form and submit to the PTL mailbox with your original receipt(s) highlighting the item(s) and amount(s) for reimbursement. Prior approval is **not necessary.)*

Date of Request: _____ Date Required By: _____

Name Requester: _____

Reason for Funding Request: _____

How many students and/or staff members will benefit from this grant? _____

Additional Information: _____

Amount of Funds Requested: \$ _____

Funds to be used for:

Educational Supplies	Field Trip (what grades)	School- Wide Event	Other Please Specify

Our Purpose:

The PTL's purpose is to provide support and services for the children of ILS in collaboration with the school and does so by raising and distributing funds for enrichment and curriculum-related programs, field trips and school activities, as well as supplying educational materials and equipment which are not otherwise underwritten.

Fund Request Guidelines

1. Applicants should be a current member in good standing in the Immanuel Lutheran PTL.
2. Completed application forms should be placed in the PTL mailbox or given to a PTL Officer.
3. Fund request applications will be reviewed by the PTL board. .
4. Applicants will be notified of approval/denial within two weeks of committee review. Funds will be distributed at that time.
5. A record of all applications will be kept with the Immanuel Lutheran PTL.