

# Teacher Request for Funds Form

Submit to SMPO GM/President/VP

**Thank you for taking the time to evaluate products and/or services that benefit the children at Sands Montessori. We are very happy to support your efforts in the classroom and appreciate your time to look for new ways to supplement education at Sands.**

Every request for funds must be submitted to SMPO for review and approval\* for adherence to the budget for the school year. After approval, the teacher requesting funds can: Pay for approved item(s) in the amount specified in the form and get reimbursed via the Request for Reimbursement Form, receive a check from SMPO for purchase addressed to vendor or purchase item(s) and have vendor bill SMPO directly.

Please submit with your form:

1. Brief item(s) description explaining of purpose and functionality of item(s).
2. Supporting documentation/description of benefit to school or specific group. (E-mail copies sent to other teachers, replies, letters, etc.)

\*Allow 1-2 weeks for approval. Requesting teacher will be informed of approval/disapproval via e-mail or phone message. Please understand that purchase of non-approved items will not be reimbursed.

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## Group using\* the item(s) – (Check all that applies):

<input type="checkbox"/> 3-6	<input type="checkbox"/> Gym
<input type="checkbox"/> 6-9	<input type="checkbox"/> Art
<input type="checkbox"/> 9-12	<input type="checkbox"/> Office
<input type="checkbox"/> Music	<input type="checkbox"/> Classroom(s): _____
<input type="checkbox"/> Library	<input type="checkbox"/> Other (Specify) _____

Requesting Teacher: \_\_\_\_\_ (e-mail/phone) \_\_\_\_\_

Total Amount (after taxes if applicable): \$ \_\_\_\_\_

Item Description:

\_\_\_\_\_  
\_\_\_\_\_

Method of Payment:

Please write check to (vendor name) \_\_\_\_\_ for amount specified above.

SMPO will be billed directly by (vendor name) \_\_\_\_\_ for approved purchases.

I will be completing a Request for Reimbursement form for amount specified above.

\_\_\_\_\_ or \_\_\_\_\_

SMPO President

SMPO Vice president

SMPO Business Manager