**SAN JUAN PUBLIC SCHOOLS FOUNDATION**

*-supporting excellence in our schools*

**FUNDING REQUEST FORM**

1. **REQUEST** – List a specific amount based on accurate costs ***including shipping and tax***

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY OF AND REASON FOR REQUEST** (Ex: Materials to be purchased, timeline, cost including tax and shipping,)

TOTAL AMOUNT (including Tax and Shipping):

VENDOR:

1. **APPROVAL OF REQUEST**

Principal signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINCIPAL COMMENTS** (Approval, any adjustments to original request)

1. **DISTRICT OFFICE ROUTING**

Superintendent (approval) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Manager (logged) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_