

**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,)

VENDOR:

TOTAL AMOUNT (including Tax and Shipping):

**2. APPROVAL OF REQUEST**

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

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

**3. DISTRICT OFFICE**

Superintendent's signature \_\_\_\_\_ Date \_\_\_\_\_

Business Manager (tracking number assigned) \_\_\_\_\_ Date \_\_\_\_\_