

GPTA Funding Request

Submitted by: _____ Date: _____

Contact email address: _____

Contact phone number: _____

Request for:

Purchase price (Excl VAT): _____

Supplier(s): _____

Date decision needed by (if appropriate): _____

Please note that the PTA committee meets monthly during the first week of the month. (Alternate Wed & Thurs) in term time. To comply with our constitution, any substantial funding decision needs a meeting attended by 5 committee members.

Please post this request in the PTA box by the Monday before a meeting if you would like a decision at the meeting. This will allow the Treasurer to check whether funds are available.

Once funding has been agreed we will notify you and you can consider the funding secured for three months from the date of the decision. After this date we reserve the right to re-allocate money to other requests. Please advise the Treasurer if there are special circumstances that mean you would like us to hold the funding for longer. The reason for this is that we like to spend money soon after raising it so that children of parents at the school see maximum benefit from their own fund raising efforts.

Thank you.

Matthew Bone
GPTA Treasurer

Please copy this form as required.