

Request for Funds

Name of person making request:

Date of request: _____

Description of item or materials to be purchased:

Total Cost: _____

Please describe how the purchase of this item or materials will be used to enhance the education of the students at TSACDS:

Who will be responsible for the care/maintenance of these items or materials:

Has this request been submitted to the Head of School? If so what was the response?

Date needed by: _____

Approved by: _____

Date: _____