

# Cougar Ridge PTSA

## Grade Level Enrichment

### Funds Request Form

Steps:

1. Complete form and attach applicable receipts/invoices
2. Obtain Principal's signature
3. Place completed form in Treasurer's slot in Staff Workroom

Guidelines for Grade Level Enrichment Funds:

- All grade level team members must agree on expenditure.
- Purpose of fund is for curriculum enhancement such as field trips, grade level assemblies, etc.
- Excluded: class parties and individual professional development.
- End of year balances do not carry forward.

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Grade level: \_\_\_\_\_ Date requested: \_\_\_\_\_ Needed by: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Email: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Payable to: \_\_\_\_\_

Detailed description of expenditure:

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Signatures:

\_\_\_\_\_  
Person submitting request

\_\_\_\_\_  
Principal