**PTFA Funds Request Form – Maharishi School PTFA**

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| **Name:** |  | **Date of request:** |  |

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| **Description of requirement:** (what is the money required for? New project, replacement, trip etc.) | | | |
|  | | | |
| **Benefits:** (how will the school and/or children benefit from the request? Please state year group.) | | | |
|  | | | |
| **Consultation with Children:** (have any children been consulted about the project? What was their feedback?) | | | |
|  | | | |
| **Justification:** (justification of using PTFA and not school funds) | | | |
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| **Costs:** (for larger projects please include details of all quotes received) | | | |
| **Full cost:** |  | **Ongoing costs:** (any support/maintenance costs?) |  |

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| **Other information:** (any other information to support your request?) |
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**HEAD TEACHER PRE-APPROVAL**

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| --- | --- | --- | --- | --- |
| **Head teacher pre-approval:** | Approved |  | **Reason:** |  |
| Declined |  |

**PTFA COMMITTEE USE ONLY**

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| --- | --- | --- | --- | --- | --- | --- |
| **Decision:** | Approved | |  | **Reason:** |  | |
| Declined | |  |
| **Meeting Date:** | |  | | | **Number of committee present:** |  | |
| **Chair Signature:** | |  | | | | | |
| **Treasurer Signature:** | |  | | | | | |