**St. Mary’s College - PA Funds Request Form**

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

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| --- |
| **Description of requirement:** (what is the money required for? New project, replacement etc..) |
|  |
| **Benefits:** (how will the school and/or children benefit from the request?) |
|  |
| **Consultation with Children**: (have any children been consulted about the project? What was their feedback?) |
|  |
| **Justification**: (justification of using PA and not school funds) |
| **Agreed by the Principal……………………………………** |
| **Costs**: (for larger projects please include details of all quotes received)Please attach a copy of the quote |
| **Full Cost:** |  | **Ongoing costs:** (any support/maintenance costs?) |  |
|  |
| **Other Information** |
|  |

**For committee use only**

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| --- | --- | --- | --- | --- | --- |
| **Decision:** |  Approved |  |  **Declined** |  | **Deferred**  |
| **Meeting Date:** |  | **Number of committee present:** |  |
| **Chair Signature:** |  |
| **Treasurer Signature:** |  |
| **Copies sent to** **SMC accounts dept****The person requesting funds** |  |
| **Cheque no.** | **Invoice received Date paid to SMC** |
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