**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** | | | |
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**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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