



Cedarcrest High School PTSA

PO Box 672, Duvall, Washington 98019

GRANT REQUEST FORM

Please complete all applicable information below and attach, if available any supporting documentation for your funding request. Do not forget to include tax and shipping in your cost estimate. Grant requests to be considered for funding out of the 2022-2023 PTSA budget for staff grants. All grants are reviewed by Administration for approval before going before the PTSA Board of Directors. *Grant funds cannot be used for transportation or staffing.*

Date: _____

Name: _____ Department: _____

Contact Information: _____

Explanation of Request (use back of form if needed):

Vendor	Est. Amount	Estimated Date Required
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount of Request: \$ _____

Signature of Person Submitting Request: _____

-----DO NOT WRITE BELOW THIS LINE-----

Expenditure: Approved _____ Denied _____ More Info Needed _____

Check Made Out To: _____

Check #: _____ Check Date: _____ Check Amount: \$ _____

Mailed on: _____

Admin's Signature: _____

President's Signature: _____

Treasurer's Signature: _____