

Funding Request Form

Date:

Requester (Name, Position):

Request (description, date funds needed):

Cost Estimate :

Expected Benefits (be specific, # of students, program, division):

Prepared by:

on

(Division Director)

(MM/DD/YYYY)

Reviewed by:

on

(Head of School)

(MM/DD/YYYY)

Approved by:

on

(VSPA President)

(MM/DD/YYYY)



The Village School Parent Association

Instructions:

- Requester completes Funding Request Form, attaching supporting documents as required, and submits to their Director;
- Director reviews Request, confirms that school funds are not available, and submits Request to VSPA Treasurer;
- VSPA Treasurer logs Request, scans/saves Request, and emails Request to VSPA Executive Committee;
- VSPA Executive Committee reviews Request per Financial Management Guidelines. If Request is approved, President signs Request;
- if Request is approved, Treasurer specifies Budget Category and photocopies approved Request. Treasurer informs Requester of approval, and returns a copy of the approved Request;
- Requester purchases approved goods or services, retaining receipt(s);
- Requester completes VSPA Reimbursement Form, attaches approved Funding Request Form and receipt(s), and submits to School Accountant;
- School Accountant reimburses Requester, debiting specified VSPA Budget Category; and,
- VSPA Treasurer reconciles approved Requests with VSPA ledger.