VSPA Funding Request Form

Instructions:
- Complete VSPA Funding Request Form and attach supporting documents as required.
- Requests are to be reviewed and approved by the appropriate school Directors and Head of School.
- Requester then submits request form, proposal, supporting paperwork with all required sign offs to vspa@thevillageschool.com. Any VSPA Funding Request Form with incomplete/missing information or signatures will be returned to the Requester.
- Completed funding requests will be taken into consideration by the VSPA Board at the first board meeting following submission.
- VSPA Board will review funding requests per financial management guidelines as outlined in the VSPA Bylaws (Article 12, Section 2): “VSPA Board will exercise great care and diligence in spending funds. The guiding principle is that funds be spent to effect the greatest good for the greatest number of people in our community. The VSPA Board places priority on spending that supports curriculum benefitting all students, over extracurricular activities benefitting a few. The VSPA Board also considers whether spending creates greater visibility for The Village School.”
- If request is approved, President signs Funding Request Form; Treasurer specifies budget category and photocopies the approved request. Treasurer or Secretary 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 Treasurer. Treasurer will verify paperwork, have VSPA President sign off of expenditure, and submit to the Business Office.
- Business Office reimburses Requester, debiting specified VSPA Budget Category; and,
- VSPA Treasurer reconciles approved Requests with VSPA ledger.
- All approved, yet unfulfilled, funding requests shall expire at the end of the school year/fiscal year and shall not be an obligation carried over to the subsequent VSPA Board.

Requester/Prepared By: ________________________________________________________________

Position at Village: _________________________________________________________________

Date: ____________________________

School Group: _________________________________________________________________

Description of Request (Be Specific, Attached Supporting Info):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Cost Estimate/Date Funds Needed (Attach Supporting Info):

Expected Benefits/Total Number of Students Impacted/Grade Levels served:

Proposal Reviewed By: ___________________________ on ________________
(Division Director) (MM/DD/YYYY)

Proposal Reviewed By: ___________________________ on ________________
(Head of School) (MM/DD/YYYY)

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VSPA Board voted to _______approve _________not approve, on ______________________________
(MM/DD/YYYY)

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(VSPA President)