

# NES Request for Newcastle PTC Funds

*Please fill out the following information and turn it into the Newcastle PTC green mailbox located near the teacher's mailboxes. The executive committee will review all requests at their monthly board meeting.*

The PTC meeting schedule is available at [ptcnewcastle.org](http://ptcnewcastle.org). Requests should be submitted at least a month prior to the time/event funds are needed. Requests must be received prior to purchase or event booking, and should benefit as many students as possible. *Thank you for all you do for our children!*

Date: \_\_\_\_\_

Staff

PTC

Parent

Name of person requesting funds: \_\_\_\_\_

Email of contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_

New Fund Request

General Reimbursement

Reimbursement for Budget Item  
Budget Line: \_\_\_\_\_

Fund request would mostly affect (grade): \_\_\_\_\_ Response needed by: \_\_\_\_\_

Items/amount requested (please attached any supporting documents):

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Is this request receiving funds from another source (i.e., school budget, fundraiser, parents, etc.)?

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What will the funds be used for? Please include dates if applicable.

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If you would like to explain your request further, please feel free to attach further documents or email [ptcnewcastle.org](mailto:ptcnewcastle.org) Attn President and Treasurer.

PTC requests a receipt for these funds and any supporting documents that show funds were used as approved.

Principal's approval: \_\_\_\_\_

Signature of individual requesting funds: \_\_\_\_\_

For PTC use:

Approved: (Yes) (NO)

Date of approval: \_\_\_\_\_

Amount approved: \_\_\_\_\_

