C.C. Pinckney Elementary PAC
Funds Request Form

GENERAL. This form is used to request monies from the Parent Advisory Council (PAC). You must complete all information requested. Please submit requests no later than 1400 (2:00 p.m.), Friday prior to the next PAC meeting. To help us expedite your request, please print legibly.

SCOPE. This document is applicable to all school staff members requesting funds from the PAC.

a. Requestor's Name: (print) _____

b. Date Needed By: _____

c. Description/Justification: (attach additional sheets if required)

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d. Amount Requested: _____ **(exact / approximate)**
[Note: if over $150, needs principal's signature.]

e. I have assessed this request for funding through normal school procurement channels. By my signature, I verify no monies are available for funding this request.

_____ _____
School Principal's Signature Date

PAC USE

Date Received: _____ **Approved / Denied** **Amount:** _____