



**CYPRESS SPRINGS ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION**

TEACHER REQUEST FOR FUNDS

The Cypress Springs PTA proudly supports the teachers and school programs by offering limited grants each year. Grant applications should be submitted at least one month prior to the date the funds are needed. All requests are reviewed by the PTA Executive Board and will be approved if the request meets our criteria. For questions, please contact the PTA at ptacypressspringselementary@gmail.com.

Guidelines:

- The person requesting the funds must be a current member of the Cypress Springs PTA and an OCPS employee.
- The purpose for the funds must be beneficial to every student at Cypress Springs.
- The Principal must have pre approved the purchase.
- The funds must be used for a program that is not detrimental to the reputation, mission or values of the PTA.
- Any item(s) purchased will be property of the Cypress Springs PTA and must be labeled as such unless special permission was granted by the Executive Board to gift the item(s) to OCPS.
- The applicant must provide original receipts.
- The funds must be included in the current year's approved budget for teacher grants and educational enhancements.

Date requested: _____

Date funds are needed: _____

Amount requested: _____

Applicant: _____

Please explain why the funds are needed:

Which students (i.e., grade level, extracurricular group) will primarily benefit?

I understand that this is only a request and does not guarantee that the Cypress Springs PTA will grant me the funds for this purchase. If I am granted this request, the funds will be used for the approved purpose only in accordance with the mission and values of the PTA. I understand that any item(s) purchased with the approved funds will be property of the Cypress Springs PTA unless otherwise agreed upon.

Signature of Applicant

Date