

**(Proposed) Funds Request Form**

This form is required for all fund release requests for parent council funds, including expenses for fundraising events. A proforma invoice, summary of expected costs or quotation should be attached, and a signed form sent to the treasurer either via e mail or in person.

Name

Position and Department

Amount Requested

Nursery/School

From which pot?

- Pupil Council/mini champs
- Outdoor Equipment
- Equity/Discretionary
- Digital Tools
- PC running costs

**Details of Funds Request**

What is it for/what will it support/who will benefit?

**Line Management Authorisation**

Name:

Signature:

Date:

Position & Department:

Name:

Signature:

Date:

Position & Department:

**Head Teacher Authorisation**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Parent Council Use:

Vote Date \_\_\_\_\_

Approved    \_Yes/No\_\_\_\_\_

Votes Yes    \_\_\_\_\_

Votes No     \_\_\_\_\_

Transfer or purchase Date \_\_\_\_\_

Approval %   \_\_\_\_\_

Notes \_\_\_\_\_

Approved    Yes/No

\_\_\_\_\_