

FACULTY GRANT REQUEST FORM



Date: _____

Faculty Member: _____

Department: _____

Approved:	YES NO
Amount Approved:	\$
Authorized by:	

See Faculty Grant Information Sheet for detailed instructions.

TYPE OF GRANT REQUEST:

- Electronics – attach quote from PHS Bookkeeper
- Books – attach quotes from Barnes & Noble and Complete Book
- Order from educational website – attach website info and completed order form
- Purchase from local store – attach pricing info and confirmation that in-store pick-up is available
- Reimbursement – must be pre-approved; attach pricing info

ITEM	LAWSON # (if applicable)	VENDOR NAME & NUMBER	QTY	PRICE EACH	TOTAL COST

SUBTOTAL	
Shipping and Handling and/or Sales Tax	
TOTAL OF REQUEST	

Please complete the additional questions on the reverse.

Please help us better understand the purpose and impact of your request by answering the following questions to the best of your knowledge. If inapplicable, put N/A.

Please provide a general description of what you are requesting and how it will be used.

What class or school group will benefit from this expenditure? Please include an estimate of the number of students who will use the item(s).

Is/are the item(s) usable more than one academic year?

Is any element of this expenditure helping students needing financial support (e.g., a request to provide something students in your class/group cannot afford)? If so, please describe in only general terms.

Have you requested a grant in the past? If so, what was the result?

Are you eligible for funding from any other organizations (e.g. PHS Athletic Foundation, PHS Band Boosters, etc)?

Thank you very much for taking the time to provide this information.