

The Manning School PTA
Enrichment Fund Request Form

Date: _____

Grade: ☐ 7th Grade

☐ 8th Grade

Department Chair: _____

Requestor: _____

Email: _____

Brief Description:

Educational Purpose:

Check payable to: _____

Total Purchase Cost:

Vendor Co. Name: _____

\$ _____

Contact Name: _____

Address: _____

Allocate the amount \$ to each grade:

Phone: _____

7th Grade \$ _____

Email: _____

8th Grade \$ _____

Requestor Signature: _____

Date: _____

Dept. Chair Signature: _____

Date: _____

Principal Approval
Signature: _____

Date: _____

To be completed by PTA:

Approved by: _____

Disapproved by: _____

Check #: _____

Check amount: _____

Check date: _____