

CRES PTA CAPITAL EXPENSE APPROVAL FORM

REQUESTED BY: _____

REQUEST DATE: _____

DESCRIPTION OF EQUIPMENT REQUESTED FOR PURCHASE: _____

PLEASE ATTACH MANUFACTURER'S EQUIPMENT SPECIFICATIONS,
INCLUDING PRICING, SIZE, PERIPHERALS, AND
ANY OTHER SUPPORT REQUIREMENTS TO THIS FORM.

PROPOSED LOCATION EQUIPMENT WILL BE USED: _____

PROPOSED LOCATION EQUIPMENT WILL BE STORED: _____

BRIEFLY EXPLAIN HOW THIS EQUIPMENT WILL BENEFIT THE SCHOOL:

THANK YOU FOR YOUR INTEREST IN EXPANDING RESOURCES FOR THE
CHILDREN OF CAUGHLIN RANCH ELEMENTARY!

TOTAL FUNDS REQUESTED: \$ _____

PAYABLE TO: _____

- CAPITAL EXPENSES MAY ONLY BE APPROVED BY VOTE AT A PTA BOARD MEETING. TO RECEIVE APPROVAL, PLEASE BRING THIS FORM, WITH CRES PRINCIPAL SIGNATURE, AND ANY SUPPORTING DOCUMENTATION TO THE NEXT PTA BOARD MEETING FOR DISCUSSION AND VOTE.
- TO RECEIVE CHECK FOR FUNDS, PLEASE SUBMIT PAYMENT REQUEST FORM AT LEAST 30 DAYS PRIOR TO EQUIPMENT PURCHASE.

SCHOOL PURCHASE IS (circle one): APPROVED NOT APPROVED

CRES PRINCIPAL: _____ DATE: _____

PTA FUNDING IS (circle one): APPROVED NOT APPROVED

PTA PRESIDENT: _____ DATE: _____