

McCall Elementary School PTA  
SPECIAL PROJECT REQUEST FORM

Please submit one copy to PTA President and one copy to Principal

DATE: \_\_\_\_\_

Staff Member: \_\_\_\_\_

Grade level/Curricular Area of request: \_\_\_\_\_

Description of event or program (attach any flyers if provided). Please give as much detail as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information you wish to provide: Please use other side of form.

Check(s) made out to: \_\_\_\_\_

**ALL Receipts for event or program must be attached to this form and handed in to the PTA President. Please use tax exempt forms, PTA cannot reimburse tax on items.**

Request funded by PTA board (Yes/No): \_\_\_\_\_ If funded, partial or complete amount: \_\_\_\_\_

PTA President signature: \_\_\_\_\_

PTA Treasurer signature: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

PTA use only: monies taken from \_\_\_\_\_ budget line