

**MIRA MESA HIGH SCHOOL FOUNDATION
REQUEST FOR FUNDS FORM**

NAME: _____ DEPARTMENT _____

DATE OF REQUEST: _____ DATE FUNDS NEEDED: _____

NUMBER OF STUDENTS TO BE BENEFITED: _____

AMOUNT REQUESTED IN ITEMIZED FORM (It is helpful to attach applicable bids, catalog pages, photos, etc.)

_____	\$ _____
_____	\$ _____
Total:	\$ _____

ARE FUNDS AVAILABLE FROM ANY OTHER SOURCE FOR THIS PROJECT?
YES _____ NO _____ (If yes, please explain): _____

ARE THESE FUNDS ALREADY COMMITTED? YES _____ NO _____

IS THIS TO REIMBURSE FUNDS ALREADY SPENT? YES _____ NO _____

HAVE FUNDS BEEN REQUESTED OR RECEIVED FOR THIS BEFORE?
YES _____ No _____ (if yes, please explain and indicate amount awarded)

LIST SPECIFICALLY ALL FUND-RAISING PROJECTS UNDERTAKEN THIS YEAR AND AMOUNT EARNED (attach additional pages if needed):

_____	\$ _____
_____	\$ _____
Total:	\$ _____

ADDITIONAL COMMENTS (if any): _____

NOTE: ALL REQUESTS WILL BE CONSIDERED BY THE FOUNDATION GRANT COMMITTEE; REVIEW BY DEPARTMENT CHAIR AND PRINCIPAL ARE FOR RECOMMENDATION ONLY.

DEPARTMENT CHAIR COMMENTS: _____

DEPARTMENT CHAIR SIGNATURE (MANDATORY) _____

PRINCIPAL COMMENTS: _____

PRINCIPAL SIGNATURE (MANDATORY) _____

REQUESTS WILL NOT BE CONSIDERED IF THEY ARRIVE AFTER THE DEADLINE OR IF THEY ARE NOT REVIEWED BY THE DEPARTMENT CHAIR AND PRINCIPAL
