



GRADE LEVEL FUNDING REQUEST

- Use this form to request your annual Grade Level Allowance.
Allowance amount:
 - o Grade levels 4K-5 - \$250
- Complete this form and place it in the **Principal's** mailbox by **February 28, 2020**.
(Note: SPASD budget deadline may be different than SCOT's deadline.)
- For reimbursements, attach itemized/detailed receipt(s). Credit card statements are *NOT* accepted.
For orders, contact Tracy Reuter and attach a copy of the purchase order to this form.
- Non-consumable items reimbursed or paid for by SCOTS are the property of Token Springs and will remain for student use. Any unused funds will remain in the SCOTS account.
- All purchases should be grade-level focused. Personal purchases will not be reimbursed.
- Contact SCOTS Treasurer, Shana Feuling Weber, at tokenspringssco@gmail.com with questions.

Name of Primary Requestor: _____

Position: _____ Grade/Area: _____

Phone Number: _____ E-Mail: _____

Name(s) of Other Participant(s):

Amount Requested: _____ First Request for 2019/2020? Yes No (Circle one)

Reason(s) for Request:

Multiple Grade-level contribution (if combined, indicate the amount to be distributed by each grade)

4K _____ K _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Peer Sign Off (All participants must sign below to indicate agreement on funding request):

Principal Signature: _____ Date: _____