



TOWNSEND BOOSTER CLUB

FUND REQUEST FORM

Email to townsendboosterclub@gmail.com

Activity: _____

Requested By (Coach/Staff Member): _____

Date Requested _____

Date Required _____

Describe Item to be Funded: _____

Describe how Item will be Used and by Whom (please include the number of students that will benefit from this purchase): _____

Cost Requirement (attach quotes): _____

Supplier Name/Address/Phone: _____

Total Amount Requested: _____ Total Amount Approved: _____

Date Presented to Townsend Booster Club: _____

Date Approved by Townsend Booster Club: _____

***All Requests for Funds will only be considered during regularly scheduled meetings.**

***Any Request for Funds over \$500.00 must be requested in person at a regularly scheduled meeting.**