



LASSITER HIGH SCHOOL  
REQUEST FOR MINI-GRANT FUNDS  
2008-2009

< \$100

Staff member submitting request: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Estimated Delivery Time: \_\_\_\_\_

**Total Cost (including shipping, install, etc)** \_\_\_\_\_

(-) Funding from Sources other than PTSA \_\_\_\_\_

**(=) Requested PTSA Mini-grant** \_\_\_\_\_

Department Head Signature/Date: \_\_\_\_\_

**ITEM REQUEST INFORMATION:**

*Attach additional sheets if necessary*

I. State exact item; give detailed description - quantity, individual price, quantity discount, etc.

II. Explain why the material or equipment is needed and how it will benefit the school site.

III. Other than actual cost of item listed, what additional costs will be incurred?  
(Such as shipping/handling, installation)

**For PTSA Use Only**

LHS Evaluating Administrator/Date: \_\_\_\_\_

PTSA Action:

\_\_\_ Tabled for further study  
\_\_\_ Not Approved

\_\_\_ Approved in revised form  
\_\_\_ Approved as requested

\_\_\_\_\_  
Co-President/Date

\_\_\_\_\_  
Co-President/Date