

Simmondley School Parents' Association



Registered Charity Number 510722

pa@simmondleyprimaryschool.com

Purchase Requests

All requests for PA funds must be made on the following proforma and sent to the head teacher for priority rating. The proforma should then be sent to the PA Chair at least 24 hours before any PA committee meeting. The PA committee will then discuss the request at their next meeting and the final decision will be decided by a show of hands from the committee members present. In the event of a tie the Chair would have the casting vote.

Request Title	
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Date of Request	
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Name of Requester	
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Brief description including the benefits to pupils, which classes would benefit and does it support the school curriculum.

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Estimated Cost	
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PA Committee Members Vote	For	Against	Chair's Initials