

Teacher Appreciation Fund

APPLICATION FOR FUNDS/SUPPLIES

Name of Applicant: _____ Date: _____ Phone Number: _____

School: _____

Amount Requested: _____ (Amount should be \$100 or less)

Reason for Request:

Date When Needed: _____

If you are requesting funds for items already purchased, you will need to provide receipts which are sufficiently detailed to show the specific items purchased. Please provide legible copies with this emailed application.

If you are requesting that we purchase items, please provide the following information:

Location where item is to be purchased: _____

Cost of delivery, if any: _____

How item is to be delivered to you: _____

Sufficient description of item so we can be sure we are purchasing what you need:

Have you requested money from this fund previously? yes no

If yes, when? _____

Please complete this application and return by email to fumccortez@gmail.com

1 This fund is administered by the First United Methodist Church of Cortez but is not limited to church members or affiliated teachers.

2 An application is no guarantee that funds will be provided.