



VHS P&C Association Funding Request Form

Date: Staff name (applicant):

Faculty:

Head Teacher Name/Signature:

Project outline/link to enhancing education of students: (please use separate page if more space required)

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Costing: \$ Quote/s attached: YES / NO

Map/area/location of project:

P&C Approval: YES / NO Name: Signature:

Name: Signature:

Approval amount: \$

School Finance Team Approval & Sign Off on Project: \$..... (P&C Rep included in Finance Team)
(Amount VHS paying) (if any)

SIGNATURE: Name:

PRINCIPAL NOTIFIED by: NAME: SIGNATURE: DATE:

SAM NOTIFIED by: NAME: SIGNATURE: DATE:

P&C NOTIFIED by: NAME: SIGNATURE: DATE:

FACULTY STAFF NOTIFIED by: NAME: SIGNATURE: DATE:

Office use only:

SCHOOL FINANCE - SALES ORDER NUMBER: DATE:

PROJECT PAID IN FULL: YES/NO PROJECT COMPLETED DATE:

FLOW CHART FOR FUNDING REQUEST APPROVALS:

REQUEST RECEIVED FROM STAFF/FACULTY TO P&C EMAIL ADDRESS AND CC PRINCIPAL



REQUEST DISCUSSED AND VOTED AT P&C MEETING



REQUEST DISCUSSED AND VOTED AT FINANCE MEETING



NOTIFICATIONS:

PRINCIPAL

SAM

P&C

STAFF/FACULTY