|  |  |
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| **FACULTY GRANT REQUEST FORM*** *Please TYPE* ***(preferred, please)*** *this form.*

*Place the cursor in the box next to or below requested data and type your answer. The box will expand if you need more space.** *Email completed Request & documentation to Donna Kroegel.*
 |  |
| **DATE:** |  |
| **FACULTY MEMBER:** |  |
| **DEPARTMENT:** |  |
| ***Please read Faculty Grant Information Sheet for detailed instructions.****(Errors can delay approval and/or processing of your grant.)* |
| **TYPE OF GRANT REQUEST:** *Place an X in the box to the left of all that apply.* |
|  | Electronics or Equipment – attach quote from PHS Bookkeeper |
|  | Book(s) – attach quotes from Barnes & Noble and/or Complete Book |
|  | Order from educational website – attach website info and completed order form |
|  | Purchase from local store – attach pricing info and confirmation that in-store pickup is available |
|  | Reimbursement – must be preapproved; attach pricing information |
|  | Other *(specify):*  |
|  |
| **ITEM DESCRIPTION** *(include MODEL #, if applicable)* | **ITEM LAWSON #** (*if applicable*) | **VENDOR NAME** **& LAWSON #** | **QTY** | **PRICE EACH****#,###.##** | **TOTAL COST****#,###.##** |
|  |  |  |  | $ |  | $ |  |
|  |  |  |  | $ |  | $ |  |
|  |  |  |  | $ |  | $ |  |

*Need another line? Place the curser in the last box to the right above and push the tab key.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Question? See/Email Donna Kroegel******Please complete the additional questions on the next page.*** | **SUBTOTAL:** | $ |  |
| **Shipping & Handling** **and/or Sales Tax:** | $ |  |
| **TOTAL OF REQUEST:** | $ |  |

***Please help us better understand the purpose and impact of your request by answering the following questions to the best of your knowledge. If not applicable, put N/A.***

*Place the cursor in the box below each question and type your answer. The box will expand if you need additional space. Tab to move from box to box*

|  |
| --- |
| 1. **Please identify each requested item and how it will benefit academics at PHS*.*** *Please explain anything (acronyms, terms, etc.) not readily known by the average person.*
 |
|  |
| 1. **How many students will use or benefit from the item(s) this year?**
 | 1. **Are grant item(s) usable more than one academic year?**
 | 1. **Estimate the number of years item(s) will be useful.**
 |
|  |  |  |
| 1. **Name the class(es) or school group(s) that would benefit from this grant.**
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|  |
| 1. **Is *any element* of this expenditure helping students needing financial support? If so, please describe in only general terms.**
 |
|  |
| 1. **Have you requested a PHS Academic Foundation grant in the past? If so, what was the result?**
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|  |
| 1. **If you are eligible for funding from any other organization, please name them.** *i.e. PHS Athletic Foundation, a PHS Booster Club or other.*
 |
|  |
| 1. **If listed in #8, have you applied to any of the organization(s)?**
 | 1. **If yes to #9, what was outcome?**

**If no to #9, why not?** |
|  |  |

**Thank you very much for taking the time to provide this information.**