



## Special Funding Request (SFR) for Cottonwood Creek PFC

### Instructions:

- Requests can be made by Cottonwood Creek parents, teachers or staff and can be submitted anytime during the school year.
- Requests should be submitted at least **3 days prior** to a PFC Board meeting, at which time the proposal will be discussed for a potential vote.  
**\*\*BOARD MEETING DATES AVAILABLE at [www.cottonwoodpfc.org](http://www.cottonwoodpfc.org)**
- Please be very specific in your request indicating the price of the item, brand name, etc. (attach a copy of catalog page, webpage or any other helpful information.)
- For teachers – a signature from the principal is required in order to avoid items that might be paid for by the district.
- Specific guidelines and policies for using this form can be found at [www.cottonwoodpfc.org](http://www.cottonwoodpfc.org).
- Drop completed form in PFC Mailbox or scan to PDF and email [treasurer@cottonwoodpfc.org](mailto:treasurer@cottonwoodpfc.org)

Request:

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Cost \$: \_\_\_\_\_ + Tax \$: \_\_\_\_\_ + Shipping \$: \_\_\_\_\_ = TOTAL COST \$: \_\_\_\_\_

Description of item requested and how students will be enriched by this particular item:

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**\*\*Principal approval (teachers only):** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

**Grade/Department:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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*For PFC Purposes:*

*Reimbursement To:* \_\_\_\_\_ *-OR- Direct purchase by PFC*

*Request Status Date:* \_\_\_\_\_

*Approved*

*Denied*

*Other Notes:* \_\_\_\_\_