

## Medfield CSA Funding Request Form

Directions: Use the tab button to navigate from field to field. The gray fields appear small, but they will expand as you type.

<b>School (Select from drop-down list):</b> Select School	
<b>Short Title for Request:</b>	
<b>Name of Person Making Request:</b>	<b>Date of Request:</b>
<b>Position:</b>	<b>Department (if applicable):</b>
<b>Email address:</b>	<b>Daytime Phone:</b>

**Item / Program Request:**

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### Brief Description:

Please explain how this request will fulfill the purpose of the CSA to promote a strong working relationship or provide for the enrichment of our educational system.

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<b>Cost of Item:</b> \$	<b>Shipping:</b> \$	<b>Total Cost:</b> \$
<b>(optional) additional information about costs:</b>		

Can CSA assist in picking this item up at a local store? Yes  No  N/A

Can this item be purchased at a local store at a lower price? Yes  No  N/A

Can the CSA assist in researching competitive pricing? Yes  No  N/A

**Other information** (Please include an explanation of any "yes" answers above):

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For CSA Use:

Principal Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

**Instructions:**

**Where should I send this form?**

That varies from school to school. Visit [www.MedfieldCSA.org](http://www.MedfieldCSA.org) for details about where to send this form.

**Deadline:**

All requests should be submitted to Medfield CSA at least one week prior to the next CSA meeting. See [www.MedfieldCSA.org](http://www.MedfieldCSA.org) for our meeting schedule.

**Funding Request Approval:**

Funding requests are presented at the next CSA meeting and approval is determined by a majority vote of the members present. See [www.MedfieldCSA.org](http://www.MedfieldCSA.org) for our by-laws regarding funding requests.

**Questions?**

If you have any questions or need help filling out this form, please contact your CSA Co-Presidents.

Email addresses\*:

[MemorialBoard@medfieldcsa.org](mailto:MemorialBoard@medfieldcsa.org) · [WheelockBoard@medfieldcsa.org](mailto:WheelockBoard@medfieldcsa.org) · [DaleBoard@medfieldcsa.org](mailto:DaleBoard@medfieldcsa.org) · [BlakeBoard@medfieldcsa.org](mailto:BlakeBoard@medfieldcsa.org)

**Note about Tax Exemption:**

CSA purchases are tax-exempt. Please obtain a tax-exempt form from your CSA Treasurer.

Email addresses\*:

[MemorialTreasurer@medfieldcsa.org](mailto:MemorialTreasurer@medfieldcsa.org) · [WheelockTreasurer@medfieldcsa.org](mailto:WheelockTreasurer@medfieldcsa.org) · [DaleTreasurer@medfieldcsa.org](mailto:DaleTreasurer@medfieldcsa.org) · [BlakeTreasurer@medfieldcsa.org](mailto:BlakeTreasurer@medfieldcsa.org)

\*More contact information is available at [www.MedfieldCSA.org](http://www.MedfieldCSA.org)

Note: To simplify field navigation, this document is password-protected. Password= 'funding'