

**Department Request for PFA Funding (Part A)
PFA response to request (Part B)**

Part A	To be filled out by the department making the request and submitted to the PFA via the PFA email address.
Date of Request	
Department	
Request made by (Name and email address)	
Item/equipment required	
Reason for need (Please use a separate sheet if more space is required)	
Cost of item/equipment	
Please attach two independent quotes	

Part B	To be filled out by the PFA at meeting following request and returned to the relevant department once a decision has been made. The School Finance Office will be given a copy where the request is approved.
Date of meeting	
Approved - Yes or No	
Reason(s) where not approved	
Details of further information required (where appropriate)	
Signed by (chairs/deputy chairs/treasurer/deputy treasurer)	

If the Department Request has been approved, the PFA's Treasurer will make a transfer of funds to the School's bank account by BACS as soon as is convenient. Once the school has received this donation the School will then be able to proceed with purchase of the goods/services for the departments.

Thank you.

All Requests should be emailed to: pfa@joa.herts.sch.uk