



“Cultivating Lives...Investing in the Future”

Employee Request for Madison Education Foundation Funds from an **INDIVIDUAL CLASSROOM ACCOUNT** (Needs no board approval)

Please fill out the form below to request money that has been donated to your Classroom Fund or other Designated Funds. **REMEMBER: Items purchased with the donated funds become property of the Madison School District.**

I would like to withdraw the amount of \longrightarrow , .

I would like to withdraw the amount of \longrightarrow , .
in designated funds from the _____
account. (account name)

Total Requested Amount , .

Please describe the purchase and the project it was used for:

Signature of Applicant

Signature of Principal

Date of Application

Once you have completed form, return it to your principal. It will be delivered to the Foundation Secretary, Alisha Martin, and a check will be sent to your school within a week. You may then receive your requested funds from your school secretary.

Foundation use only	delivered to	approved	delivered
date submitted	accounting		