

LJE PTA GRANT APPLICATION 25/26

We strongly recommend completing this form with an estimated cost or invoice before purchasing any classroom supplies for the school. We must adhere to the guidelines as a non-profit in addition to guidelines from MUSD and Las Juntas Administration, therefore some requests may not be approved.

Grants are reviewed monthly at PTA meetings. Please allow up to 7 business days after the meeting to receive a check.

Receipts from July 1, 2025 - November 1, 2025 must be submitted by November 17, 2025. Receipts from November 2, 2025 - May 12, 2026 must be submitted by May 10, 2026.

Please print or email hello@lje-pta.org a copy of the invoice including any shipping, tax or other fees to be considered in the vote. Once you have purchased the item(s) please email or leave a copy of your receipt in our mailbox in the office.

Grant request forms need to be turned in by the Friday before the monthly PTA meeting to be reviewed. If received after the deadline, the grant will be reviewed at the following PTA meeting.

Questions? Email hello@lje-pta.org

Name: _____

Grade: _____ Date: _____

Grant Type (circle one) Classroom Supplies Field Trip Tickets Bullpup Fund

Please describe the items being requested:

For Field Trips, is this for more than one class? Please breakdown how many teachers and students and the estimated total. Each teacher can have up to 5 chaperone tickets covered by PTA funds.

INTERNAL PTA APPROVAL

Meeting Date Presented:_____

Vote Outcome: (circle one):

Approved Request

Denied Request

Needs more information (describe) :

Additional Notes/Comments:

Check Number: _____

Date Check Delivered/Mailed: _____

Name of person completing this form: _____

Signature: _____

Date Form Completed: _____