

# St. Mary School PTC Purchase / Project Proposal

Name of Submitter \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone number \_\_\_\_\_ Preferred contact: Fast Direct Phone/AM Phone/PM

Is your proposal for:  a PURCHASE? (complete section 1) or  a PROJECT? (complete section 2)

## **SECTION 1:** (Complete only if you are suggesting a *purchase* using PTC funds.)

1. Suggested Item: \_\_\_\_\_

2. Reason for purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide the COST (including tax, & shipping) of the item from more than one vendor, if possible.

Vendor 1: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Vendor 2: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Vendor 3: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

4. **Attach any supporting documentation (photos, printouts with features for comparison, etc.)**

5. If approved by PTC, I recommend that we purchase from Vendor # \_\_\_\_\_. (If suggesting other than the least expensive option, please describe the features/benefits of that particular choice that would justify the additional expense. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Thank you for your suggestion, and for taking the time to research options!*

## **SECTION 2:** (Complete only if you are suggesting a *project*. *Providing as much detail as possible in ALL fields on both sides of this form (section 2) will expedite the decision process. Attach extra pages if you need more space.*


1. Name/Type of Project \_\_\_\_\_

2. Project description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(continued on reverse)*

**SECTION 2:** (Project proposal, continued)

3. Who would benefit from this project? \_\_\_\_\_
4. Description of benefits. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Supporters of project, besides the submitter (in other words, is this project desired by several parents, an entire class/club, etc? \_\_\_\_\_
6. Project Team: Leader \_\_\_\_\_  
Others willing to work on this: \_\_\_\_\_  
\_\_\_\_\_  
Additional volunteer help you would need: \_\_\_\_\_
7. Timeline notes (When you hope to begin, how long you expect it to take, when you'd like to be done:  
\_\_\_\_\_  
\_\_\_\_\_
8. Anticipated resources needed (*PLEASE INCLUDE COSTS AND ATTACH SUPPORTING DOCUMENTATION:*)

Resource/ Component	Cost	Supporting Documentation Attached 
A.		
B.		
C.		
D.		
E.		
<i>Attach separate sheet if more space is needed.</i>		

9. **ESTIMATE OF TOTAL COST:** \$ \_\_\_\_\_

*Thank you for your suggestion and research!*