

(Your PTA Name)



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Memorandum of Understanding (MOU)

_____ PTA hereby gives to _____ School a monetary grant in the amount of \$_____ (check # _____).
This grant is for the sole and express purpose of :

It is agreed between _____ PTA and the school that the grant will be spent for the intended purpose on or before _____, 20____.

Any unused portion of the grant will be returned to the PTA. It further agreed that failure by the school to fulfill the terms of this grant as specified herein and by the dates stated herein will result in the grant being returning in full to the PTA.

When the terms of this grant have been met, the School will present a written report to the PTA with full disclosure of expenses incurred.

The school will be responsible for the maintenance of the item and for providing supplies. In the case of loss or theft, the school will be responsible for replacement. The school will hold the _____ PTA harmless for any claim arising out of ownership or the use of the item[s].

Principal's Signature

PTA President's Signature

Principal's Printed Name

PTA President's Printed Name

Date

Date

PTA Treasurer's Signature

PTA Treasurer's Printed Name

Date

The School and the PTA should both get a copy of this document once it has been signed by all parties.