

# Right Now Needs Fund Request for Disbursement



School Name: \_\_\_\_\_

Fund Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact** (for questions regarding this request):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Purchase:**     Food     Clothing     School Supplies  
     Family/Household Assistance     Other

**Purchase Description:** \_\_\_\_\_

**Number of Students Served by this Request:** \_\_\_\_\_

**Amount of Check:** \$ \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Address: \_\_\_\_\_

**\*\*Staple invoice or original receipts to back of form\*\***

**Principal Authorization**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**(Alliance for Education Accounting Use Only)**

<i>Fund</i>	<i>School</i>	<i>G/L Code</i>	<i>Prg</i>	<i>Rev</i>	<i>Fac</i>	<i>Amount</i>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Review/Approved: \_\_\_\_\_ 1099 Reportable:  Yes  No

Use Tax    3. \_\_\_\_\_ .9050.0.0. \_\_\_\_\_    1.0.1005 \_\_\_\_\_  
                  3. \_\_\_\_\_ .1005.0.0. \_\_\_\_\_    ( )    1.0.2050 ( )

**Submit completed request to:**

**Mail:** Alliance for Education, 509 Olive Way, Ste 500; Seattle, WA 98101

**Email:** RightNowNeeds@alliance4ed.org

# Right Now Needs Fund Request for Disbursement



The **Right Now Needs Fund**, established by Amazon, is designed to be a fast and flexible resource to support school communities in addressing the basic needs of students.

**The tenets guiding the fund are as follows:**

- a. The Right Now Needs Fund should help school communities meet one-time or short-term urgent needs of students, to enable full participation or engagement in classroom and educational activities.
- b. Students shall directly benefit from expenditures
- c. Ongoing school costs such as staff or other items typically covered in school budgets are not eligible for support from the fund. The fund cannot serve as a replacement for existing budgeted school expenditures.

**Principals are the final authorizers of requests for funds**, but recommendations for support can be made by anyone in the school community. Please make sure any requests align with the tenets of the fund.

Alliance for Education staff are available to offer support and guidance with regard to accessing funds. If you have questions or need information, please email [RightNowNeeds@alliance4ed.org](mailto:RightNowNeeds@alliance4ed.org) or call 206-343-0449.

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