



**TAKE A SEAT SPENDING REQUEST FORM**

**Today's Date:**

**Requester's Name:**

**Requester's Email:**

1. **Write brief description of spending request (attach estimate or invoice from proposed vendor):**
  
2. **Total cost of requested item/work:**
  
3. **Requested completion date:**

**Approved by:**

\_\_\_\_\_  
**HPHS Principal**

\_\_\_\_\_  
**HPISD District Fine Arts Coordinator**

\_\_\_\_\_  
**HPHS Theater Manager**

**SUBMIT COMPLETED FORM VIA EMAIL TO**  
**HP Arts Community Outreach Chair at [communityoutreach@hparts.org](mailto:communityoutreach@hparts.org)**