

[PTA Letterhead]

COMMITMENT LETTER

☐	Preliminary
☐	Final
FOR PTA USE ONLY	

[date]

The [unit PTA name] gives to the Santa Monica-Malibu Unified School District a commitment to pay for the following for the 2021/2022 school year for [school site], not to exceed the following amounts:

- | | |
|-----------------|------------|
| 1. Item _____ | Cost _____ |
| Account # _____ | |
| 2. Item _____ | Cost _____ |
| Account # _____ | |
| 3. Item _____ | Cost _____ |
| Account # _____ | |
| 4. Item _____ | Cost _____ |
| Account # _____ | |

The Santa Monica-Malibu Unified School District accepts ownership of the above described items.

[Name of PTA President]

For [unit name] PTA (not as an individual)

This gift is acknowledged and accepted by:

[Name of Principal]

[school site name] Principal