

Fund Request

Reason for Request / Title of Project: _____

Estimated date that funds will be needed: _____

Total Amount Requested: _____

Cost Breakdown, if applicable:

Describe reason for the request and how students will benefit:

School (Circle) East West Grade Level(s): _____

Today's Date: _____

Contact Person & Email: _____

Principal Signature: _____ Date: _____

Notes:

- Attach purchase orders, and/or bids to this request
- The school principal needs to approve all request prior to submission to the PTO Board
- Fund requests must be submitted to the PTO board by the 1st of every month in order to be on the agenda
- You must be present your fund request at the meeting or have someone in your absence
- Fund requests will be subject to paper ballot vote by all PTO members present at the meeting
- Fund requests may be tabled for one month for further research
- To ensure your request is voted on this school year, please turn in all requests by April 1st of current school year
- If the final cost of your request exceeds the amount approved by \$25.00 or more, you must re-submit your fund request before you place the order
- After purchase, please submit a photo to the PTO of your class and/or students using the item(s) purchased.

Approved: Yes No

Date Approved: _____

Signed: _____

Check # _____ Date: _____

Invoice #: _____