



Funding Request Form

- Fill out this form, including a brief description of your request
- Attached receipts/invoices
- Place completed form and attachments in the PTO Treasurer's folder located in the PTO mailbox.

Requestor Name: _____ Class Grade: _____

Requestor Contact (Email or Phone): _____ Date of Request: _____

Date of Event: _____ Date Check is Required by: _____

Brief Description of Event: _____

Type of Request (check all that apply, specify amount for each, and attach receipts (as applicable):

Teacher Support: \$ _____

Field Trip: \$ _____

Noon Hour: \$ _____

Event/Other Name (please specify): _____ Amount Required: \$ _____

The following types of requests require the Principal's signature:

Curriculum Enrichment: \$ _____ Literary Endowment: \$ _____

Mini Grant*: _____

Principal Signature: _____

*For items not currently covered in the PTO Budget. Mini Grant requests must be accompanied by a brief proposal including: description of request, who will benefit, cost, and anything the Principal and PTO board should know to assist in the approval/oversight process. Please include supporting documentation if applicable.

Make Check Payable to:

Name: _____

Address: _____

Phone: _____

Check Handling (check appropriate box): Mail Check or Return to Requestor

For PTO Use Only _____

Date Paid _____ Check # _____ Amount \$ _____