

HANSON PTO REQUEST FOR FUNDS



All requests for PTO funds must be submitted on this form and received no later than 7 days prior to the scheduled PTO membership meeting. If you have any questions, please do not hesitate to contact your school chairperson.

Teacher Name: _____

School: _____

Grade Level Effected: _____

Today's Date: _____

Number of children this request will benefit: _____

Please list each item and amount separately. **(AMOUNTS MUST BE CURRENT)**

1. _____ Amount: \$ _____

2. _____ Amount: \$ _____

3. _____ Amount: \$ _____

4. _____ Amount: \$ _____

5. **Shipping & Handling - must be included** _____ Amount: \$ _____

Total: \$ _____

Do you need a purchase order number? YES _____ NO _____

Check Should be Made out to: _____

Address to Send Check: _____

Please give a brief description of this request and the benefit to your classroom(s). Attach any information you have. (i.e. brochures, newspaper articles, receipts, etc.).

All requests will be put on the agenda in the order in which they are received. We find it very helpful if you can attend the PTO meeting to make the presentation and answer any questions that may help with the decision. **Will you be able to attend the meeting?** _____

Please submit this form to your building principal for review and signature. When it is complete, please put it in your buildings' PTO mailbox.

Principal Signature: _____

PTO Use Only:

Date Request Received: _____

Action: _____

Notes: _____
