



# St. John's PTO Funds Request Form

Date of Request:		Date Funds are Needed:	
Requestor Name:			
Requestor Contact Info:	E-mail:	Phone:	
Amount Requested:			
Description of Item/Project:			
Detailed Cost Estimate: (Include catalog #, store name, etc., where applicable. Attach any pictures or additional information to this form.)			
How many students will benefit from request? How will students benefit?			
If this will be an on-going expense, how will the project be funded going forward?			
Are school/other funds available for this item? Has a funding request been made to other sources? If yes, please describe:			

Completed forms can be dropped off in the PTO's mailbox in the school office.

By submitting this completed form, I certify that if the funding request is made, it shall only be used for the intended purposes as described above and that any funds not used by April 30, 2015 may be forfeited.

Any items purchased with PTO Funds become the sole property of St. John the Baptist School.

**For PTO use only:**

- Approved     
  Not approved     
  Different amount approved than requested

DATE:

AMOUNT:

BY:

NOTES: