

PTO Request for Funds

Requested by: _____ Date: _____

Phone: _____ Email: _____

Requested for (if different): _____

Students/Persons Impacted: _____

Time Frame: _____

Amount of check: \$ _____

PTO Check #:

Make check payable to: _____

Account # (if applicable): _____

Send check home through...

Child's Name: _____ Homeroom: _____ Grade: _____

**** Requested/Purchased Item(s): Please Detail ****

Please attach all necessary receipts/bids and submit to the main office to the attention of "PTO Treasurer."

Additional Details (If Applicable)

Bids Obtained & Vendor Names: _____

Any other source of funding (e.g., Parish, Girl Scouts, etc.): _____

Alternative options available (if any) and costs: _____

Any other pertinent information to share: _____