

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 HansonPTO@yahoo.com

Teacher Name: _____ Grade Level Affected: _____

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: \$ _____ |

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 principal for review and signature. When it is complete, please put it in the PTO mailbox.

Principal Signature: _____

PTO Use Only:

Date Request Received: _____ Action: _____

Notes: _____
