

PTSO Funds Request

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| For PTSO Use | |
| Executive Meeting Date: _____ | Passed _____ |
| General Meeting Date: _____ | Approved _____ |
| PAID Date: _____ | Check # _____ |

Instructions: Please complete entire form and place it in the PTSO Mailbox at least 48 hours prior to an executive meeting. After a review by the executive committee, the request will be brought to the next general meeting for discussion and approval. It will be necessary for you or a representative to attend the general meeting to address the group (5 minute presentation) and answer any questions. You will be notified of the date and time of the general meeting at which we will ask for approval. Note: The executive committee has the authority to approve standing expenditures (as outlined in the PTSO Bylaws) and routine bills that do not exceed \$100. **Approved requests for funds must be spent within 1 year of the approval date. If not spent, a new request must be submitted.** If you have any questions, please see a PTSO officer.
Thank you.

Name/School Affiliation: _____ Date: _____
Contact Information:
Phone Number w/extension: _____ School Email: _____

Items Requested: _____

Estimated Cost: _____

Who will it benefit (i.e. Elementary, Jr/Sr. High, Specific Class or Grade, Library)?

How will it benefit the students?/What will it be used for?

What additional sources (if any) will assist in funding this project?

When are funds needed?

How will funds be requested or invoiced?

Who do funds need to be payable to?

