

Wilkins Elementary PTO

Request for Funds

This form is to be filled out and submitted to the Principal for preliminary approval and will then be forwarded onto the PTO leadership for funding approval. In order for the request to be considered at the next general PTO meeting (held the second Tuesday of each month), this form must be submitted to the Principal by 9:00 a.m. the preceding Friday.

Today's Date: _____

Contact Person: _____

Classroom or Position: _____

Attendee/Presenter at PTO Meeting*: _____

Amount Being Requested: _____

Item/Event for which funding is being requested: _____

Brief description of item and its use in the classroom/school: _____

Number of Students impacted by this request: _____

Funding Requested from: General PTO Funds*

Team Budget Funds for Team _____

We have checked with the rest of our team.

___ Yes ___ No

*For General PTO Fund requests only.

Receipts or invoices must be submitted to the Treasurer to be reimbursed from any PTO funds.

Please remember that all items purchased with PTO funds are property of Wilkins Elementary or Wilkins PTO for use in the building, by the staff and students.

Date received by Principal: _____

Date of preliminary approval by Principal: _____

Comments/Changes by Principal: _____

Date of PTO meeting to be considered at: _____

Action by PTO: Approved Denied

Reason for denial: _____