

Beattie Elementary PTO Request for Funds



Procedure:

1. Approvals must be obtained for all **new** PTO Funded Requests.
2. Complete this form, include any invoice, and place in the PTO drawer in the Beattie office.
3. Email beattieptotreas@gmail.com and beattiebobcatspto@gmail.com to notify of the request and that the form has been dropped off.
4. Be prepared to join a PTO Meeting to present your request and the impact on students.

Allow a minimum of 14 days for the PTO Executive Team to review and determine next steps!

Today's Date:	Funds Needed By:
Requester's Name:	Requester's Contact Information:
Grade(s):	Number of Students:
Project Name:	Total Amount:
Please describe the purpose and student impact (if new request not already budgeted):	
Requester Type	<input type="checkbox"/> PTO/Committee Member <input type="checkbox"/> Teacher/Staff
Payment Type	<input type="checkbox"/> Check <input type="checkbox"/> Debit Card <input type="checkbox"/> Personal Reimbursement
Name to appear on check:	Amount:
Additional details on payment (if needed):	
Requester's Signature:	Date:

FUNDING APPROVAL	
Date Reviewed:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Issued:	Check #:
Notes:	
Treasurer's Signature:	President's Signature: