

PCMS PTO Funds Request Form

Staff may request items from the PTO for their classroom including books and teacher tools, support for field trips, special projects as well as supplies and equipment for student programs, extra-curricular or student group activities. Staff may also request assistance for PTO to publicize needs for volunteer services and/or donated goods.

Staff may complete the form and submit it to Administration for approval. After approval is received, staff should email the form to pto.parkcrest@gmail.com (or place in the PTO mailbox in the PCMS office and send an email to notify PTO that it has been submitted). The PTO Board will consider the request at the next PTO board meeting/discussion. Requests greater than \$200 will also need approval at a general PTO meeting, which are usually held once a month. Staff are welcome to attend the PTO meeting to further describe their request. Please submit your request to the PTO 30 days in advance when possible.

Staff Name _____

Subject _____ Room # _____

Email _____

Request for item/service (include how this item/service will be used in your classroom/activity, describe any other funding sources and whether partial funding may be obtained in conjunction with this request):

Quantity _____

Date needed _____

Date requested _____

Administrative approval _____

Approval Date: _____

Purchasing information:

Vendor name _____ phone/fax number(s) _____

Vendor address or website _____

Item number/description _____

Price _____ tax _____ delivery/shipping _____ Total: _____

Are you willing to pay for this and be reimbursed upon approval? Yes No

If not, please indicate how payment will be needed for this request:

Invoice/check _____ Online or in-store purchase/debit card _____

Approved by PTO at the meeting held on: _____

Not approved for the following reason:
