

INDEPENDENCE COMMUNITY PTO
REQUEST FOR FUNDS

ELEMENTARY BUILDING REQUESTING FUNDS:

CONTACT PERSON (Teacher/Principal):

CONTACT PERSON TELEPHONE OR EMAIL:

TODAY'S DATE:

DATE REQUESTED FUNDS NEEDED:

AMOUNT REQUESTED (Detailed cost of item(s) requested):

*****NOTE:** If the final cost of your request exceeds the amount approved by more than \$25, you must submit your request for re-approval before you place your order.***

DESCRIBE HOW THE FUNDS WILL BE USED AND/OR HOW OUR STUDENTS WILL BENEFIT:

Teachers making request should attach PO with details completed and hand to principal for approval prior to taking to PTO.

Principal Signature: _____ Date / / _____

You must present your fund request at the next scheduled PTO meeting.

Approved by (list PTO members or PTO committee): _____

Check number & date: _____