

VAN HORNE ELEMENTARY SCHOOL PTO REQUEST FOR FUNDING

Date of Request	
Person(s) making request	
Proposal	
Activity/Project for which funding is requested	
Curriculum objectives that correlate to this request	
Number of students to benefit from requested funding	
Comments	
Cost	

Teacher's Signature: _____

Administrator's Signature: _____

Conditions of Request approval:

- All purchases will require a receipt to be submitted to the Van Horne PTO.
- Purchases made prior to approval will not be considered.
- All items not used, for which the funding was granted, will be returned to the school upon completion of the project or activity.
- All equipment purchased with funds granted by the PTO becomes property of the school and will remain in the building for use by other Faculty/Staff/Students.
- Approval of the principal is required before approaching the PTO for funding.
- Person(s) making request must be present at PTO meeting.

PTO USE ONLY

Date: _____ Check No.: _____