



Request for Funding

*For items not yet included in the budget
Must be voted at next Board Meeting
Board meets 2nd Wed of each month*

Personal Information

Your Name: _____ Date: _____

Account Information

Amount Requested: _____ Date Needed: _____

Project/Committee: _____

Use of Funds *(if total amount is to be used for more than one purpose, please itemize below):*

Other Sources of Funding? *(grants, in-kind donations, etc.):* _____

PTO Approval/Denial *Do not write below this line - PTO use only*

Considered by Board on meeting held *(date)* _____

- Funding request approved by Board and included in budget
- Funding request denied by Board

Attested by Secretary *(signature)*: _____