

Patriot Oaks Academy

Request for PTO Funds

Please submit all requests to the Principal during the last week of each month**. Requests approved by the Principal will be forwarded to the PTO President or Treasurer. All requests are reviewed during our monthly PTO board meetings. After the PTO board meeting, an email will be sent to you notifying you of the decision. Please staple a page to this request form that contains a description of how the funds will be used, the rationale behind the need for the funds, and the vendor information.

***Submit the last week prior to winter break in December.*

Today's Date: _____

Submitted by: _____

Date Funds Needed by: _____

Email: _____

Amount of Request (Including Tax, Shipping & Handling): _____

Requestor Signature: _____

Principal Signature: _____

PTO Office Only:

Approved/Denied In Board Meeting:	
Date of Board Meeting:	
If approved, total amount:	
PTO President Signature:	
Treasurer Signature:	

Breakdown of expenditures (if purchased at more than one store. Post this to PTO accounting system):

Store	Expense Amount
Total:	\$