

PTO Monetary Donation Request

Note: Requests for donations must not exceed \$200.00.

Date		Department	
Amount Requested		Requested By	
Description of Need			
Account Number		Approved By	
Signature			
Amount Approved		Received By	
Signature			

Policy for Monetary Requests:

Person/persons requesting PTO support must be a PTO member, and must attend a PTO meeting to request funds in person.

Request form must be completed.

Requests can be for no more than \$200 and all requests will be considered on an individual basis and voted upon by all members present at the PTO meeting.

Money requested must be for educational purposes.

When money is to be used to purchase shirts, etc. that students will be paying for, money must be collected from students first and then items ordered based on money received. (exception: recorders - as these are for educational purposes)