

PTO Funds Request Procedure

******When requesting money from the PTO, please submit the PTO Funds Request Form to the PTO President before the LAST Thursday of the month in which you wish to make your request.******

One of the roles of The PTO is to raise and distribute funds for the enhancement of Grand Mountain School student learning environment. The PTO, School Staff, Teachers, Parents and Student Council may request funds that clearly benefit the students.

Once the PTO has received the PTO Funds Request Form (either by email (grandmountainpto@gmail.com) or in the PTO mailbox), the request will be reviewed at the next PTO board meeting. The PTO will inform you if your request has been approved or denied.

The following information is required for all requests:

- Requester name/grade represented
- Dollar amount requested
- Date requested
- Date funds needed by
- The purpose of the funds
- Summary of benefits to recipients, including the number of students who will benefit
- Other means you have used to obtain the needed funds
- Impact if money is not received
- Supporting documents: monetary quotes, catalogs, fliers, etc.
- Principal approval

Contact PTO President or Vice President with additional questions.

PTO Funds Request Form

Requestor/Grade

Dollar Amount Requested

Date Requested

Dated Needed By

Purpose of Funds

Summary of Benefit to Recipients Including the Number who will Benefit

Other Means you Have Used to Obtain the Funds

Impact if Funds are not Received

Principal Signature

PTO President Signature

Approved

Not Approved

Denied Reason

Date Reviewed