

# Churchville~Chili Middle School

## PTO – Request for Financial Support

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone # or Voicemail Ext: \_\_\_\_\_ House: \_\_\_\_\_ Grade: \_\_\_\_\_ Team: \_\_\_\_\_

Name of group/team/function: \_\_\_\_\_

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### Expenses

Description of Expenses:

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Check made payable to : \_\_\_\_\_

Amount \$ \_\_\_\_\_

House Administrator approval: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Principal approval: \_\_\_\_\_ Date: \_\_\_\_\_

PTO approval: \_\_\_\_\_ Date: \_\_\_\_\_

- Please attach original receipt, bill or registration form.
- Please keep a copy for your records.
- The check will be distributed to Staff Member, unless instructed otherwise.
- Submit this form to your House Administrator for signature.
- Send the signed form to Sandy McCauley for administrative review.
- After approval , the form and receipts will be sent to the PTO treasurer for processing. Please allow two (2) weeks.

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To be completed by Administrator (see Codes on reverse):

_____ Student Support	_____ School Programs	_____ Principal's Fund
_____ Clubs	_____ Building Improvements	_____ New Initiatives

**Code      Expenses**

**Student Support**

0100    Student Support - Other  
0104    Fundraiser Recognition  
0107    Award Ceremonies / Reception

**School Programs**

0200    School Programs - Other  
0201    Assemblies/Guest Speakers  
0202    Character Counts  
0203    Field Trips (entrance fees)  
0204    Games for cafeteria program  
0206    Red Ribbon Week  
0207    Summer Camp Fair

**Staff Support Funding**

0300    Staff Support Funding – Other  
0302    Staff/Night Crew Appreciation

**PTO Expenses**

0401    PTO Operations (meetings, supplies, paper)  
0402    Celebrate Churchville

**Clubs**

0605    Miscellaneous  
0606    Band Room – 7/8  
0607    Bowling Club

0701    **Special Project Reserve**

0801    **New Initiatives/Unplanned Expenses**

**1000    Principal Funds**

1000.01    5<sup>th</sup> Grade Funds  
1000.02    6<sup>th</sup> Grade Funds  
1000.03    7<sup>th</sup> Grade Funds  
1000.04    8<sup>th</sup> Grade Funds