

# Hugh Cole School PTO

## REQUEST FOR PTO FUNDING

Please fill in all shaded areas and submit to the Treasurer

The request for funding must be submitted to the PTO for consideration no later than the last Monday of the month, **at least one month prior to the date of need.**

Please be sure to include your contact info so questions can be appropriately directed, and funding approval can be expedited.

YOUR NAME:

DATE:

EMAIL:

PHONE NUMBER:

REASON FOR FUNDING REQUEST:

AMOUNT REQUESTED:

DATE CHECK IS NEEDED:

MAKE CHECK PAYABLE TO:

DATE OF EVENT:

GRADE LEVEL:

NUMBER OF PARTICIPATING STUDENTS:

APPROVED BY (PTO OFFICER):

DATE:

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FOR TREASURER'S USE ONLY:    \_\_\_ Included in Annual Budget    **or**    \_\_\_ Approved at Meeting    (Date: \_\_\_\_\_ )  
Category \_\_\_\_\_    Check # \_\_\_\_\_    Date \_\_\_\_\_    Logged \_\_\_\_\_    Date Mailed \_\_\_\_\_