

Corl Street Elementary School PTO Request for PTO Funds

The Corl Street PTO encourages new ideas and strives to support initiatives that enhance students' educational experience at Corl Street Elementary School. To request financial support from the PTO, please provide the following information and submit it to the PTO Treasurer **at least 30 days prior** to the date the funds are needed (whenever possible). Your request will be presented and voted upon at the PTO meeting following receipt of this form. Please provide as much information as possible, including a budget or other attachments if appropriate, to assist the review process.

Please attend the PTO meeting at which your request is presented, or send a representative, so any questions can be addressed.

1. **Date of Request:** _____
2. **Date Funds Are Needed/To Be Disbursed:** _____
3. **Amount Requested:** _____
4. **Is this request for:** _____ **A One-Time Event** or _____ **An Ongoing Project/Annual Request**
5. **Is this request:** _____ **An Increase to a Budgeted Item** or _____ **A New Initiative/Unbudgeted Item**
6. **Description:** _____

7. **Requested By:** _____ **Contact Info:** _____

For PTO Use:

PTO Meeting Presentation Date: _____ Approved _____ Not Approved

Comments: _____

PTO Officer Signature: _____