Overlook Teacher Grant Request Form

Submitted By:	
Date of Request:	
Item Requested:	
Amount Requested from Overlook PTO:	
Total Cost of Project:	

Please explain how this grant will enrich or enhance the learning environment at Overlook and/or will benefit the children of Overlook:

Please select how the grant will be paid:

- ☐ I would like to be reimbursed for items already purchased.
- ☐ I am ordering items through a school purchase order. PO#:
- ☐ Other, please explain:

Complete this request form and submit it to the building principal.
Please supply copies of all receipts and invoices to the Overlook PTO. Thank you!

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Date Approved:	
Approved By:	
Date Paid:	
Check Number:	
Amount Paid:	