

Bluffton High School PTO Funding Request Form

Date: _____ Funding Request approved or denied: _____
(Decided by PTO Board)

Name: _____ Email: _____
 Department, Club or Grade Level: _____

Instructions: Submit this completed form and all supporting documents to the **BLHS PTO** at least one week in advance for decision at the next regularly scheduled PTO meeting. You will be notified within one week whether your request has been approved or denied. If approved, you may then either request a check directly from the PTO Treasurer or make the authorized purchase and request reimbursement. All appropriate invoices and receipts must be turned in to the Treasurer after purchase.

1. If connected with an event or project, please identify.

2. Is this request part of a quote? Yes _____ No _____ (If yes, attach a copy.)

3. Describe who or what group/club the requested funds will benefit from the purchased item or activity:

4. Estimated purchase detail (must be provided)

Description of Item	Quantity	Cost/item	Total
		Total Cost:	

Taxes and shipping costs must be included, if applicable.

5. Date of the event or project: _____

and date by which funds are needed: _____

Every effort is made by the PTO to be fair and equitable when considering funding requests for teachers, staff, and students. While the PTO would like to honor all requests for funds, we have a limited amount of funding. The PTO gives preference to funding requests that will impact as many students, families, and faculty as possible, with consideration given to those that provide a long term benefit. Please recognize that every request is considered important, but a requested item or service must advance the PTO's mission to foster the relationship among the school, home, and community for the success of all of our students.