



THE UPPER TOWNSHIP PTO GRANT REQUEST FORM



Submit completed form and any supporting documentation
in the PTO mailbox or by email to PTO@upperschools.org

Date: _____

Name: _____ Grade: _____

Email: _____

ITEM / SERVICE REQUEST

Please include as much detail as possible on the items and/or services
requested and how they will be used: _____

Quantity / amount needed: _____

Cost: _____

VENDOR INFORMATION

Name: _____ Phone: _____

Website: _____ Fax: _____

Email: _____

Item SKU and Description: _____

Administration Approval:

Signature: _____ Date: _____

TO BE COMPLETED BY PTO BOARD ONLY

Approved — Check #: _____

Signature: _____ Date: _____

Not Approved — Reason: _____