

Huntington School PTO Request for Funds From General PTO Account

All fund requests must support the Purpose of the Organization, as described in Article II of the Huntington School PTO bylaws (see huntingtonschoolpto.org/about). Completed form should be placed in PTO mailbox in Main Office or emailed to huntingtonschoolpto@gmail.com.

Date of request:

Grade level or department requesting:

Contact person for request:

Amount requested from General PTO account:

Describe how these funds will be used. *Please be specific.*

Please identify all sources of funds, including the requested PTO funds, for this activity/purchase in the table below (enter "0" if you do not anticipate using other funds).

Source of funds	Amount
PTO General account funds (this request)	\$ _____
Class account funds	\$ _____
Grants - please identify the source: _____	\$ _____
Building/administrative funds	\$ _____
Anticipated family contributions	\$ _____ per student X _____ students = \$ _____
Total cost of activity/purchase	\$ _____

Is there other information you feel the PTO should consider in this request?

Please select how you would like this request fulfilled:

Issue check:

Make check payable to:

Deliver check to:

Date check required:

PTO Treasurer complete purchase with PTO debit card. *Please attach invoice or email link to exact item desired.*

For PTO records:

Board review: eligible for vote not eligible for vote

General membership vote: Approved Denied

Date check delivered or purchase made:

Check #

Other notes: