**Huntington School PTO Request for Funds**

**From General PTO Account**

Please review the Fund Request Procedures for instructions. You may print this form and place it in the PTO mailbox in the Main Office, or email the completed form to huntingtonschoolpto@gmail.com.

Date of request: Click here to enter a date.

Class/team requesting: Click here to enter text.

Contact person for request: Click here to enter text.

Amount requested: Click here to enter text.

Purpose: Click here to enter text.

Have you applied for any grants or other sources to supplement the requested funds? If yes, what source and how much? Click here to enter text.

Will students be asked to contribute to cost of activity? If yes, how much? Click here to enter text.

What is the current balance of your class/team account? Click here to enter text.

Will any of your class/team funds be used to supplement the requested funds? If yes, how much? Click here to enter text.

If there are funds remaining in your class/team account, what are they earmarked for? Click here to enter text.

Is there other information you feel the PTO should consider in this request? Click here to enter text.

Make check payable to: Click here to enter text.

Deliver check to: Click here to enter text.

Date check required: Click here to enter a date.

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*For PTO records*:

Board review: [ ] eligible for vote [ ] not eligible for vote Click here to enter a date.

General membership vote: [ ] Approved [ ] Denied Click here to enter a date.

Check # Click here to enter text.

Date check delivered: Click here to enter a date.

Other notes: Click here to enter text.