

# Horizon Elementary PTO Funding Request

**Funding Request Policy:** Please submit this form along with any supporting material to the PTO President 1 week prior to the PTO meeting. PTO meetings are held the 2nd Tuesday of each month at 7pm. Requests made after this deadline, may not make it on the agenda and will have to wait until the next month's meeting to be brought up for approval.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Item Requested *Please include item number if from a catalog **Make sure to include shipping & tax costs for all items**	Cost

(Continue on back if needed.)

Total Amount Requested: \$ \_\_\_\_\_

Pleas Select One:

- I will purchase the items and PTO can reimburse me if approved.\*
- Please purchase the items for me.
- The school will purchase the items and PTO can reimburse them if approved.\*

\*PTO will notify you of the status of your request. Do not purchase anything until you've been notified of approval.

Approved      Date: \_\_\_\_\_

Denied      Reason: \_\_\_\_\_

For Treasurer's Use Only: Check Issue Date: _____ Check # _____ Name: _____
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