

Tolson Elementary School
Parent Teacher Organization
PTO Fund Request Form

All requests must be in writing, not verbal; approved in advance; and will be reviewed at monthly PTO meetings only. Participation in at least one PTO meeting and one PTO event is required per fund request form.

Requested by: _____ **Grade:**

Position: _____ **Request Date:**

Request for:

Quantity:

Reason:

Needed by:

Price Quote 1

Vendor: _____

Price: _____

Subtotal: _____

S & H: _____

Tax: _____

Total: _____

Price Quote 2

Vendor: _____

Price: _____

Subtotal: _____

S & H: _____

Tax: _____

Total: _____

Price Quote 3

Vendor: _____

Price: _____

Subtotal: _____

S & H: _____

Tax: _____

Total: _____

Additional Comments:

Attach any supporting documentation to this form and submit it to the Tolson Office.

For PTO Use

Date Considered:

Comments:

Funded: **Yes** or **No**

PTO Members: