

# Parent Teacher Organization

Tolson Elementary School

## PTO Fund Request Form

All requests must be in writing, not verbal; approved in advanced; 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		Price Quote 2 (if possible)
Vendor	_____	Vendor	_____
Price each	_____	Price each	_____
Subtotal	_____	Subtotal	_____
S & H	_____	S & H	_____
Tax	_____	Tax	_____
Total	_____	Total	_____

Additional Comments: \_\_\_\_\_

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

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### For PTO Use

Date Considered: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Funded: Yes or No Amount: \_\_\_\_\_

PTO Members: \_\_\_\_\_  
\_\_\_\_\_