



Auburn Junior High PTO Request for Funds
2017-2018

**** Note: Requests should be submitted by the first Tuesday of the month so they can be reviewed at the regularly scheduled PTO meeting. ****

Requested by: _____
Date Submitted: _____ Date Funds Are Needed: _____
Amount Requested: \$ _____
Contact Information:
Name: _____ Phone: _____
Email: _____
Target Audience (grade level or community): _____
Approximate Number in Attendance: _____
Location of Event: _____
Description of Project or Performance: _____

Please describe how this purchase benefits students: _____
_____ Is this a
one time purchase or will it be a recurring event? _____
Does this purchase/ program require volunteers? [] Yes [] No If yes, how many? _____
If volunteers are required, what is your plan for recruiting volunteers? _____

Requested Funds:
Materials \$ _____
Fees \$ _____
Other \$ _____
Total \$ _____

Please note: All fund requests must meet current PTO guidelines and PTO Insurance requirements. Payment will be in the form of a reimbursement with receipts or payment of an invoice.

PLEASE CONTACT PTO auburnjrhighpto@gmail.com if you have any questions.

We strongly encourage your attendance at the PTO meeting following your request in order to give further insight and answer questions which may contribute to the decision-making process.

***** For PTO Use Only *****
Date Received: _____ Date Reviewed: _____
Status of Request: [] Accepted [] Denied Amount: _____
Reason: _____