

## **Brookside PTO Funding Request Form**

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**Ms. Dawn Smith must approve all requisition requests before submittal to PTO Executive Board.  
Please allow for ample time to have your request processed.**

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

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

Grade: \_\_\_\_\_

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

Date check required: \_\_\_/\_\_\_/\_\_\_ Check Made Payable To: \_\_\_\_\_

Reason for Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following signatures are required for approval:

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Principal: Ms. Dawn Smith

\_\_\_\_\_  
PTO President: Rebeca Coffey

**Instructions:** Submit this completed form and all supporting documents to the PTO's President. You will be notified within one week whether your request has been approved. If approved, you may then either request a check directly from the PTO Treasurer or make the authorized purchase and request reimbursement by completing the appropriate form and submitting all invoices and receipts to the Treasurer.

Thank you for your efforts on behalf of Brookside Elementary School PTO!

<b>For Treasurer's Use</b>	
Check #:	_____
Date Paid:	_____
Budget Category:	_____
Treasurer's Signature:	_____