



SUSICK PTO FUNDS REQUEST FORM

To request funds from the Susick Elementary PTO, please fill out this form in its entirety. Note that anything over \$300 MUST BE voted on by the PTO Board and members at an upcoming PTO meeting. Requests should be submitted as soon as possible in the event that follow-up questions and/or information is needed by the PTO. Ideally, if you are able to attend a meeting with your request, the PTO will be able to vote on it promptly. Forms may be turned into the PTO mailbox or emailed to the PTO at: ptosusickgroup@gmail.com

Thank you!!

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

REQUESTING FUNDS FOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

DATE NEEDED BY: \_\_\_\_\_

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(PTO SECTION)

REQUEST:    \_\_\_\_\_ APPROVED    \_\_\_\_\_ DENIED

(IF DENIED, REASON WHY: \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

BUDGET FUNDS ALLOCATED FROM: \_\_\_\_\_

TREASURER SIGNATURE: \_\_\_\_\_