

Bancroft PTO FUNDING REQUEST FORM

Procedure:

Would you like to enhance your curriculum with programs or materials? The PTO is here to help!
Just follow these seven steps:

1. Agree as team (grade-level or specialists) what is needed.
2. Fill out a **Funding Request Form** (found on PTO website).
3. Submit FRF to Principal for approval.
4. If approved, Principal will forward FRF to VP II for PTO budget approval and tracking.
5. VP II will return original FRF to Principal's office and give copy of approved request to Treasurer.
6. Paperwork or FRF will be returned to teacher/team to either place order or submit a Supply Order Form to Principal's office.
7. Programs or Materials arrive and paperwork gets filed in Principal's office. *Kids enriched, PTO happy.

***Please note:** June 15th deadline. Any unused discretionary funds will be used for school-wide disbursement and will not be carried over the next school year.*

Requested by:

Name: _____ Position: _____

Email: _____ Phone: _____

Information about request:

Type of Funding:

- Team/Staff Discretionary: _____
- Budget Line Item: _____

Item or service requested: _____

How will this purchase enhance the curriculum?

| | |
|-------------------------------------|--|
| Current team or line item balance: | |
| Amount of this request: | |
| Balance after funding this request: | |

Method of payment:

- Direct check to _____
- Reimbursement to _____

Signatures:

Requestor: _____ Date: _____

Principal: _____ Date: _____

PTO: _____ Date: _____