

**PTO Request Form
2018-2019**

Turn in 1 month prior to date needed

Name (please print): _____

Grade(s) or Club: _____

Item(s) including order code: (please use back of form if more space is needed)	Quantity:	Price Per Item:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total of items before tax/shipping: \$ _____

Website/Store: _____

Will you be responsible for purchasing said items
or do you request the PTO to order said items? _____
(We will do our best to assist shopping for in-store purchases, but please understand that at times you may be
responsible for purchasing your in-store items)

Date item(s) needed: _____

These items are needed for: _____

By submitting this form you acknowledge the following:

- 1 No repayment of items without prior written approval by the PTO. If approved, your receipt must be attached.**
- 2 Please do not have personal items listed on the receipt with reimbursement items.**
- 3 If money is provided to you for your purchase and the purchase is less than the intended amount, the change will be returned to the PTO.**
- 4 Requests will be reviewed during the monthly Finance Meeting, which will be held prior to the monthly PTO meeting.**
- 5 Individual requests may reduce your budget.**

Signature: _____ Date: _____

JY _____ BC _____ SS _____ RS _____

Approved _____ Not Approved _____