



# Jefferson R-7 PTO

## Funds Request Form

\*\* Please note that the PTO meets the 2nd Tuesday of every month during the school year, and funding requests will be reviewed at that time. Please submit request 30 days prior to when funding is needed. \*\*

Date Submitted:	Submitted by:
Title of Funding Request (for agenda purposes):	
Total Amount Requested:	Date funds are needed by:

Who will benefit from this request:

<input type="checkbox"/> All Schools (Pre-K - 8th Grade)	<input type="checkbox"/> Kindergarten Only	<input type="checkbox"/> 5th Grade Only
<input type="checkbox"/> Platin Primary School	<input type="checkbox"/> 1st Grade Only	<input type="checkbox"/> 6th Grade Only
<input type="checkbox"/> Telegraph Intermediate School	<input type="checkbox"/> 2nd Grade Only	<input type="checkbox"/> 7th Grade Only
<input type="checkbox"/> Danby-Rush Tower Middle School	<input type="checkbox"/> 3rd Grade Only	<input type="checkbox"/> 8th Grade Only
<input type="checkbox"/> Pre-K Only	<input type="checkbox"/> 4th Grade Only	<input type="checkbox"/> Other: _____

Description of need for funds:

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If this request is for a *field trip* please complete the following:

Destination: \_\_\_\_\_

Admission cost per student: \_\_\_\_\_

Student/parent payment (if applicable): -- ( \_\_\_\_\_ )

# of students/chaperones: x \_\_\_\_\_

**Total admission cost:** = \_\_\_\_\_

**Total transportation cost:** + \_\_\_\_\_

Other cost: + \_\_\_\_\_

Total Cost: = \_\_\_\_\_

Supporting documents attached.

This request has been granted by the PTO in the past year.

You would like to be contacted by the PTO for further discussion in consideration of this request.

You would consider modifications to this request (where possible) if it would otherwise be declined.

Administration Approval: \_\_\_\_\_  
Date: \_\_\_\_\_

PTO Treasurer: \_\_\_\_\_  
Date: \_\_\_\_\_

**For PTO use Only:**

Date Reviewed: \_\_\_\_\_ PTO Ck#: \_\_\_\_\_

Request Approved       Request Denied       Request approved with modifications (see below)

Modifications/Reasons:

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