

PTO Funds Request Form

Teachers may request items from the PTO for their classroom including books and teacher tools, support for field trips and special projects as well as general classroom needs such as volunteer services and donated goods. Teachers should place this completed form, with as much detail as possible, in the PTO mailbox in the AHS office. The PTO will discuss the request at the next PTO meeting which are usually held once a month. Teachers are welcome to attend the PTO meeting to further describe their request.

Teacher's Name _____

Subject _____

Room # _____

Email _____

Request for item/service (include how this item/service will be used in your classroom):

Has this request been made to the school? Yes _____ No _____

If not, please explain why not _____

If a request was denied from the school, please explain the reason it was denied

Quantity _____

Date needed _____

Purchasing information:

Vendor name _____ phone/fax number(s) _____

Vendor address or website _____

Item number/description _____

Price _____ tax _____ delivery _____ shipping _____

Are you willing to pay for this and be reimbursed upon approval? Yes No

Approved by PTO at the meeting held on: _____

Not approved for the following reason:
