



Teacher/Staff Request for Funds Form

Glenwood Elementary PTO

Please complete this form, including Principal approval signature, if applicable and place in PTO mailbox. For questions, contact ptoglenwood@yahoo.com

This is a: (1) _____ Reimbursement for Money Spent (**Receipts Attached**) **OR** (2) _____ Request for Future Payment

YOUR NAME:	PHONE:
PROJECT/CATEGORY:	REASON FOR FUNDS REQUEST:
AMOUNT:	DATE SUBMITTED TO PTO:
MAKE CHECK PAYABLE TO:	
CHECK DELIVERED TO: _____ STAFF MAILBOX	OR _____ MAIL TO ADDRESS:

For School Use:

Approved by (Principal Signature)		Date:
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For PTO Use:

<input type="checkbox"/> Included in Annual Budget	<input type="checkbox"/> Approved at Meeting Date: _____
Approved by (PTO Officer) _____ Date: _____	Approved By (PTO Office) _____ Date: _____
Paid Date: _____ Check No. _____	Delivered Date: _____