



Echo Hill PTO Teacher Request for Funds

This form is to be completed by the requesting party(ies) in full and submitted, along with all supporting documentation, to the Echo Hill Principal for review. The form should be submitted the Wednesday prior to the scheduled PTO meeting. If this request is to be presented at a PTO meeting a representative from the requesting party needs to be in attendance.

Teacher Request for Funds Information

Date Submitted: _____ Name/Team Requesting Funds: _____
Total Estimated
Amount Requested: _____ Contact email address: _____
(includes shipping/handling)
Payment made by: _____ Store/Catalog Name: _____

How many benefit from this request?

- One – two classes (please indicate which class/classes) _____
- One whole grade (please indicate which grade)
 - Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade
- Other _____
- Entire School

For what educational purpose will the money be used?

Description:

- Supporting documents attached This has been approved by PTO in the past year
- Will consider modifications to this request (where possible) if it would otherwise be declined

Your request will be considered at the next PTO meeting. Please remember all items purchased with PTO funds are the property of Echo Hill or Echo Hill PTO for use in the building, by the staff or by students.

For PTO use only:

PTO Meeting: _____ Request Approved 1st Motion _____ 2nd Motion _____

Request Denied Reason for Denial: _____

Request Approved with Modifications _____



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Paid Date: _____ Check #: _____ Amount \$ _____ Request #: _____