

INDEPENDENCE MIDDLE SCHOOL PTO

Educational Resources Funding Request

Any member of the IMS faculty may request funds from the PTO for educational resources. Please fill out the form below after reading the following instructions.

PROCEDURE

1. Complete this application and attach any additional supporting information that you would like to present. *Submit this form to the PTO mailbox.*
2. Funding requests will be reviewed by the PTO board at meetings held on the first Wednesday of each month and then presented to the administration for final decision.

Funds from department donations should be used prior to applying to the PTO for funding.

APPLICATION

(please print)

Faculty Member Submitting Request _____ Grade(s) _____ Academic Area

Brief description of request and benefits to students: _____

How many students will benefit from these funds? _____

Have you ever requested this same item in the past? If so, when? _____

What is the dollar amount you are requesting? \$ _____

What is the total cost of the item(s) you are requesting? (ie; are you seeking additional funding elsewhere?)

\$ _____

What is the time frame that these items are needed? _____

For PTO Use Only:

PTO Executive Board meeting date _____

Administration Meeting date _____

PTO General meeting date _____

Amount of funding approved _____

Fund transfer date _____