



Request Decision		Payment Status	
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Paid
<input type="checkbox"/>	Declined	<input type="checkbox"/>	Pending Receipt/Invoice
Amount Approved		\$	Date Paid
Notes or Special Instructions			Check #

## PTO Funding Request Form 2017-2018

Funding Requests are due in the PTO mailbox by the 1<sup>st</sup> of the meeting month to be considered. A representative requesting the funds is encouraged to attend the monthly meeting and present their request(s) at the start of the meeting. If the monetary request(s) is/are greater than \$1,000, their attendance is **REQUIRED**.

Meeting Dates for 2017-2018 School Year:  
 September 19, October 10, November 8, December 12,  
 January 9, February 13, March 13, April 9, May 8, June 5

Request Date: _____	Deadline: _____
Name: _____	Phone: _____
School: _____	Email: _____
Amount Requested: _____	Grade: ____ Number of Students: _____
What is the amount you expect each child will contribute: \$_____	

Please give a detailed description of your funding request. Feel free to attach any documentation, details or information pertaining to this request.

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**Please check one payment method and allow two weeks for payment processing.**  
 We require that PTO is acknowledged in any printed material related to the request (e.g.: permission slips, newsletters, printed media, and electronic media).

Receipt attached for reimbursement to requester	
Invoice attached for payment direct to vendor (prepayment needed)	
Will submit receipt for reimbursement to requester	
Will submit invoice for payment direct to vendor	

If you are requesting additional funding from another group(s) for this request, please provide those details:

**Organization Name:** \_\_\_\_\_ **Amounts:** \_\_\_\_\_

**Principal Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Should this request be to fund a periodical or book, the request must be presented to the School Committee for approval:

**Authorization of School Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Funding Request Form (page 2) 2017-2018

Please include ALL costs of program/project (not only those requested of PTO)	
EXPENSE or ITEMS PURCHASED	ESTIMATED or ACTUAL COST
<b>Total Cost</b>	\$
<b>Total PTO Request</b>	\$

Without adequate information, the PTO is unable to consider the funding request. Incomplete funding requests will be returned and will not be voted on until the form is complete and the principal has authorized.

If you have any questions, please email:

Nicole Palermo Cristaldi  
Molly Nunes  
Madeline Rys  
Caryn O'Connor  
Carolyn Reynolds

president@hullpto.org  
communications@hullpto.org  
vp@hullpto.org  
secretary@hullpto.org  
treasurer@hullpto.org