



Tiffin Elementary PTO

Funding Request Form

Submit this completed form and any other helpful documents to the PTO mailbox at least one week before the scheduled PTO meeting (third Tuesday of each month) where you will be presenting your request. If items requested are more than \$100, you will be notified within 30 days of the meeting whether your request has been approved or denied. If items requested are less than \$100, you will be notified within one week of the meeting whether your request has been approved or denied. While the PTO would love to honor all requests made, there are limited funds. Preference will be granted to requests that benefit a large number of students and are long lasting.

Person requesting funds:	
Date request is being made:	
Date of presentation at meeting:	
Date funds are needed:	
Amount being requested:	
Approximate number of students benefiting:	

Description of how the funds will be used and how the students will benefit:

Break down of costs:

Service or material:

Cost:

If you have a price quote or print out please attach it to this form.

Any other helpful information:

For PTO use only:

Date received:	
Date presented to PTO and voted on:	
Approved or denied:	
Check #:	

Notes: