



# Garrisonville Elementary PTO Budget Request Form



Complete the form below in order to request funds from the PTO. Your request will be reviewed by the PTO Executive Board, who will make a recommendation to the PTO at the next meeting. Your funds request will get a yes or no vote at that meeting, unless further information or consideration is requested by the PTO. PTO funds must be used to benefit Garrisonville Elementary students' health, welfare, safety, or education, and your request will be considered in light of those requirements. Please submit this form via email at [gesparent.teacher.organization@gmail.com](mailto:gesparent.teacher.organization@gmail.com) or submit a hard copy to the PTO box located in Ms. Roben Necikowski's office. Be sure to include enough detail about how the funds will be spent and any additional information or research you have done.

\*Funds under \$1000 can be approved by vote of the Executive Board per PTO bylaws.

Your Name(s) \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

E-Mail \_\_\_\_\_

Date of Request \_\_\_\_\_

Reason for your Request \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Items to be Purchased	Estimated Cost
<b>Total</b>	

**Date of Executive Board Discussion:** \_\_\_\_\_

**Executive Board Recommendation (Circle one):**

Approval

Approval with stipulations stated below

Denial

More Information Needed

**Stipulations for Approval/Reason for Denial/Additional Information Being Requested:** \_\_\_\_\_

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**Date of PTO Meeting:** \_\_\_\_\_

**Result of Membership Vote (Circle one):**

Approved

Approved with stipulations stated below

Denied

More Information Requested

**Stipulations for Approval/Reasons for Denial/Additional Information Being Requested:** \_\_\_\_\_

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**Fund Disbursed From Budget Category:** \_\_\_\_\_