

# 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 PTO membership during a general meeting. Voting for your funds request will take place by a blind email vote of PTO members, 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 Mrs. Janine Maloney'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 \$1,000 can be approved by vote of the Executive Board, per PTO bylaws. Requesting funds and approval of funds after membership vote does not guarantee distribution of those funds by a certain date. If your request is time sensitive, please include that information when submitting this form.

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

Phone Number(s) \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

Items to be Purchased	Estimated Cost

Total: \_\_\_\_\_

**To Be Completed by PTO Executive Board**

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: \_\_\_\_\_