**Richland 44 PTO Funds Request Form Instructions**

*This request form is used to request funds from the Richland #44 PTO to help assist with costs associated with the needs of our school district. Anyone can submit a request for funds in 3 easy steps!*

**Step 1** – Complete the Funds Request Form below. Be sure to complete as much information as possible!

**Step 2** – Submit your completed form to one of the two school principals. They will review the request and notify the requestor if the request is approved on a district level or if the request should be passed along to the Richland #44 PTO.

**Step 3 –** If the request is denied by the district, the requestor should forward the request to Richland #44 PTO. All requests should be emailed to Sara Aigner (PTO President) at [aigner@wtc-mail.net](mailto:aigner@wtc-mail.net). The request will be reviewed by the Richland #44 PTO and the requestor will be notified if their request was approved or denied.

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| --- | --- |
|  | Richland #44 PTO Funds Request |

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| --- |
| Request Information |
| |  |  |  |  | | --- | --- | --- | --- | | **Person Making Request:** |  | **Date:** |  | |
| |  |  | | --- | --- | | **Date Funds/Item Needed By:** |  | |
| |  | | --- | | **Funds/Item will be used for/in :** | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Elementary |  | General District | |  | High School |  | Other | |
| |  | | --- | |  | |
| **Description of funds/item requested, including what the funds/item will be used for, who will be using the funds/item, and how this request will benefit Richland #44 School District:** |
|  |
| |  |  | | --- | --- | | **Estimated Cost:** |  | |
|  |
| *Request for a Specific Item Only:* |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Store/Website: |  | *Item #:* |  | |  | | Description of Item: |  | | | |
| Elementary/High School Official Use Only |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | School Request Status: | |  | | |  | | | Approved >>> | *Amount:* | |  |  | |  | |  | | Denied >>> | *Explanation:* | |  | | | |
| |  |  | | --- | --- | |  |  | | Principal/Superintendent Signature | Date | |
|  |
| PTO Official Use Only |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | PTO Request Status: | |  | | |  | | | Approved >>> | *Amount:* | |  |  | | | |  | |  | | Denied >>> | *Explanation:* | |  | | |  | | | |
| |  |  | | --- | --- | |  |  | | PTO Signature | Date | |