**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. 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 |
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| --- | --- | --- | --- |
| **Person Making Request:** |  | **Date:**  |  |

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| --- | --- |
| **Date Funds/Item Needed By:** |  |

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| --- |
| **Funds/Item will be used for/in :** |

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| --- | --- |
|[ ]  Elementary |[ ]  General District |
|[ ]  High School |[ ]  Other |

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| **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:** |
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| **Estimated Cost:** |  |

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| *Request for a Specific Item Only:* |
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| --- | --- | --- | --- | --- |
| Store/Website: |  | *Item #:* |  |  |
| Description of Item: |  |

 |
| Elementary/High School Official Use Only |
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|  |  |  |
| --- | --- | --- |
| School Request Status: |  |  |
| [ ]  Approved >>> | *Amount:* |  |  |  |  |
| [ ]  Denied >>> | *Explanation:* |  |

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| --- | --- |
|  |  |
| Principal/Superintendent Signature | Date |

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|  |
| PTO Official Use Only |
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|  |  |  |
| --- | --- | --- |
| PTO Request Status: |  |  |
| [ ]  Approved >>> | *Amount:* |  |  |  |  |
| [ ]  Denied >>> | *Explanation:* |  |  |

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|  |  |
| PTO Signature | Date |

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