



PTO FUNDING Request Form

(For use by school staff/administration only)

This form is to be used throughout the school year by a member of the GRMS staff or administration to request funding from the GRMS PTO. This form must be submitted prior to incurring the expense. We cannot guarantee reimbursement for expenses incurred prior to request for funding.

- 1) Complete this form
- 2) Submit to PTO for review (via mailbox);
 - a. Funding requests up to \$500 may be decided by the Board and reported to the membership at the next PTO meeting.
 - b. Funding requests over \$500 will need to be presented to the membership vote at the next PTO meeting.
- 3) Once your PTO approved funds have been utilized, a follow up presentation at a PTO Board meeting is required along with resubmission of the form with accompanying receipt(s). All requests are non-recurring, one-time disbursement per request.

**PLEASE PRINT
NAME** _____

SIGNATURE _____ **DATE** _____

ONE-TIME AMOUNT REQUESTED _____

Description of Expense _____

The following is for use by the PTO Treasurer

APPROVED: ☐ Board
☐ Membership Vote

DATE _____ Check # _____