

**VILLAGE PTO
REQUEST FOR FUNDS FORM**

All funding requests must be made in advance of when monies are needed. Requests will *only* be considered during the monthly meeting of the Executive Board. Amounts over \$300 will then need to be approved by the general membership. Please attach all applicable contracts, program materials, receipts and/or support documentation with request.

DATE REQUEST RECEIVED: _____

PERSON REQUESTING FUNDS: _____

CONTACT EMAIL/PHONE #: _____

AMOUNT REQUESTED: _____

PURPOSE FOR FUNDS: _____

CHECK PAYABLE TO: _____

_____ Check will be picked up at Village School

_____ Please mail check to address listed below:

DECISION OF BOARD: _____

Please return this to the PTO mailbox in the main office.