

**Lybrook Elementary School
PTO Funding Request Form**

Date: _____

Funding Request #: _____
(Assigned by PTO Treasurer)

Name: _____

Email: _____

Department/Grade Level: _____

1. If connected with a specific event or project, please identify.

2. Is this request part of a quote? Yes _____ No _____ (If yes, attach a copy)

3. **Description & Impact** (tell us what the request is for and how the funds will be used, such as how it will benefit the school, student development, etc.)

4. **Requested Funding Amount (\$):** (attach quotes, and include tax, shipping & handling fees, etc.)

\$ _____

5. **Timeline for the event or project and date by which funds are needed.** _____

6. **Additional comments/considerations**

(Instructions): Submit this completed form and all supporting documents to the **principal** at least one week in advance for decision at the next regularly scheduled PTO meeting. You will be notified within one week whether your request has been approved or denied. In some cases, you may be asked to present your idea/request to the board. If approved, you may then either request a check directly from the PTO Treasurer or make the authorized purchase and request reimbursement. All appropriate invoices and receipts must be turned in to the Treasurer after purchase.

Every effort is made by the PTO to be fair and equitable when considering funding requests for teachers, staff, and students. While the PTO would like to honor all requests for funds, we have a limited amount of funding. The PTO gives preference to funding requests that will impact as many Lybrook students, families, and faculty as possible, with consideration given to those that provide a long term benefit. Please recognize that every request is considered important, but a requested item or service must advance the PTO's mission to foster the relationship among the school, home, and community for the success of all of our students.

-Lybrook PTO Board