

PTO Request Form

Request will be submitted at the monthly PTO meeting. Requests must be received at least 7 days prior to the meeting date for that month or it will be submitted at the following months meeting. Meeting Attendance is encouraged to answer any questions that may arise about your request. Reimbursement request for teacher stipend can be submitted at any time and checks will be issued the 1st and the 15th of each month. Please staple your receipt to this form.

Contact Information	
Name	
Grade/Position	
Date	

Request Type

- Purchase Request
 Amount Requested _____
 Reimbursement check here if this is for Teacher Stipend
 Amount Requested _____ (Please Attach Receipt)
 Other _____

Description and Reason for Request

Please Do Not Write Below This Line

Date _____
Request Approved _____
Request Denied _____

