

## SBB PTO Funds Request Form

Please fill out form in its entirety to request new funds NOT on the current year budget. Attend the next PTO meeting to describe request.

Requester(s) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Grade/Classes \_\_\_\_\_ Date of Trip/Event \_\_\_\_\_

Total Amount of Funds Requested \$ \_\_\_\_\_ Date Needed \_\_\_\_\_

Check(s) made payable to: \_\_\_\_\_

<input type="checkbox"/> Please mail check to (address):	<b>OR</b>	<input type="checkbox"/> Send check into school ATTN:
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Description of Trip, Item or Event \_\_\_\_\_

Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Principal has approved the request (prior to submission to PTO) for this item as indicated by the following signature:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Benefits to students/class – Curriculum tie (science, history, etc.) \_\_\_\_\_

*Please attach any literature, catalog, page & cover, or other information as applicable*

Funds Allocation: Admission \$ \_\_\_\_\_ Bus \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

For Field Trips:	Entire cost of trip (per student)	\$ _____
	Amount paid by parents (per student)	\$ _____
	Amount requested from PTO (per student)	\$ _____

**NOTE:** If funds have been collected from parents towards any trip/event, those funds shall be provided to the Treasurer for deposit at least **THREE** business days prior to collecting a check for your trip/event. **NO CHECKS WILL BE ISSUED UNLESS YOU FOLLOW THIS PROCEDURE.**

### PTO USE ONLY

Date Received:		Approved at Meeting Date:
Check #	Date:	Sent via:
Approved by (PTO officer):		Date:
Notes:		