



Funding Request Form

Please make all requests for funding in writing by submitting a completed KMS PTO Funding Request (and an unsigned Purchased Requisition, if required) at least one week prior to our PTO meetings, which are held the first Tuesday of every month. Once signed by the Principal, requests and requisitions should be placed in the PRO Chair’s mailbox in the office and will become part of our agenda. You will be notified as soon as possible of the PRO Board’s decision regarding your request. If possible, attach the applicable information from the manufacturer or supplier. Please you reverse side for additional information.

*Please do not assume prior year funding guarantees continued annual financial support.
*Your assistance in submitting a list of anticipated needs as soon as possible will ensure the moneys can be allocated in advance. We believe this will allow us to budget our time and resources accordingly, as well as plan for additional or unexpected needs as they arise.

Thank you for your continued support and cooperation!

Your name: _____ Date: _____

Amount Requested: _____ Need funds by date: _____

Other sources/contributors: _____

Purpose (detailed explanation of how money will be spent): _____

Who will be served by this funding? (i.e. # of staff/students/classrooms): _____

May we comparison shop and advise you of our findings? (Please indicate sources you have already researched.)

How should PTO contact you with our decision? (email, phone, school mailbox, other _____ circle one)

Principal’s Signature (request may not be submitted to PTO without signature).

_____ Date: _____

**Please keep a copy for your records.

___ Request Denied because _____

___ Funds Allocated

- ___ Submit invoice directly to PTO for reimbursement
- ___ Funds deposited into Principal’s Fund
- ___ KBOE to pay and then invoice PTO
- ___ Other

KMS Chair/Co-Chair Signature _____ Date: _____