

New Franklin PTO Requisition

Complete the form below in order to request unbudgeted funds from the PTO. Submit your request to the school principal for approval. Once approved, it will be reviewed by the PTO Executive Board. PTO funds must be used to benefit New Franklin School students' health, welfare, safety, or education, and your request will be considered in light of those requirements. Please attach or e-mail any research you have done on cost and be sure to include enough detail about how the funds will be spent.

Name: _____

Grade: _____

Date Submitted: _____

Date Funds Are Required: _____

Reason for Your Request: _____

Items to be Purchased	Estimated Cost
Total	\$

Principal Approval: _____

PTO Executive Board Approval: _____