

Maloney Magnet PTO

REQUEST FOR FUNDING

To best serve Maloney's students, teachers, & parents, the PTO kindly asks that all persons requesting PTO funds fill out the following Request for Funding form. Our goal is to ensure the best use of PTO funds to maximize the benefits to the Maloney family.

The process is as follows:

- Complete the Request for Funds form and submit it to the PTO mailbox. Please submit your request 3 weeks prior to requiring funds.
- Please attach any quotes or receipts you may have. Not required for requests under \$200.
- Your request for funds will be discussed at the monthly PTO meeting and if necessary, a vote by the PTO members will occur.
- Email questions to PTO Treasurer, Kimberly A. Pabey-Rivera at: maloneymagnetpto@hotmail.com

Date: _____

Date of Event or when money is needed: _____

Amount Requested: _____

Submitted by: _____

Contact Information (email and/or phone number): _____

Grades/ Classes involved: _____

Purpose/Reason for request of money or items: _____

Are the funds/items requested in addition to the yearly funding the PTO allots for each classroom? _____

Payment Type:

- _____ Direct Payment to Vendor - attach bill/invoice with address clearly shown
- _____ Cash Advance -attach estimate
- _____ Reimbursement -copies of receipts are required
- _____ Online Purchase – please include a printout of website information

Check should be made payable to whom? _____

Amount of check: _____

PTO Approval – Yes/No
PTO Signature: _____

Date Approved: _____
PTO Signature: _____

Method of Payment: Cash Check Credit Card
Check #: _____
Amount: _____
Payment Date: _____