Portage North Middle School PTO - Teacher Request for Financial Support 2019-2020

Teacher Name: _____

Grade/s: _____ Department: _____

Please tell us a little about what you need. How will this project/materials benefit your class/curriculum/department/students? Attach additional pages if needed.

_____
_____
_____
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_____
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_____

How much will it cost? Please itemize if more than one item; attach pricing details if available.

_____

Will the purchase be a consumable or non-consumable? _____

How many students do you estimate will benefit from this? _____

How long do you think this purchase will last? _____

If approved, how would you like the purchase to be made? (check one)

-PTO buys and delivers upon receipt _____
-Teacher buys and submits receipts for reimbursement for approved amount _____
-Teacher has already purchased and is asking for retroactive reimbursement_____

Please email this request to the PTO treasurer, Beth Willson, at bawillson@gmail.com.

If the request is for less than $250, the PTO board will evaluate and decide whether to fund request. You will be notified by email when the request is received and again as soon as a decision is made.
If the request is for more than $250, the request will be reviewed and voted on by the entire PTO membership at the next PTO meeting (held every 2 months). For larger requests, it is highly recommended that you attend the meeting to answer any questions members may have regarding your request.

For PTO board use only
Date request received: _____
Notification of receipt sent: _____
Date reviewed (meeting date):_____
APPROVED / APPROVED WITH STIPULATIONS: _____
DENIED / MORE INFORMATION NEEDED: _____
Notification of response sent: _____
Date of disbursement (approved requests only): _____

form created 9/24/16/rev9/12/19