

Please complete the following information when requesting funds from JCE PTO.

If the request is under \$500: Submit your request to the PTO *at least* two weeks before the funds are needed. The executive committee will review and respond within 24 hours.

If the request is over \$500: Submit your request at least two weeks prior to an executive board meeting. Once the request has been reviewed, it will be put on the agenda for the next general assembly where you will need to attend to answer any questions that the members may have. Note: The PTO will not fund items already purchased prior to bringing the request to the members.

Requester(s)/Committee:	Date:
Contact Email:	
Funding Requested: \$	Date funds are needed:
	r Service requested—how will it benefit the students and school. You e space is needed. Include forms, fact sheets, financial specifics such as model le. Please be as specific as possible.
Who will benefit from the purchase of t classroom specific)	the Item(s), Activity, or other Service? (school-wide, grade-wide, or
	Date:
Email completed form and s	supporting documents to <u>treasurer.jcepto@gmail.com</u>
PTO Use Only Approved: Denied: If denied, wh Date requestor notified w/a copy of the reim	