

JCE PTO FUNDS REQUEST FORM

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 48 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:** _____

Describe the Item(s), Activity, or other Service requested—how will it benefit the students and school. You may attach your description instead, if more space is needed. Include forms, fact sheets, financial specifics such as model numbers and itemized expenses, if applicable. Please be as specific as possible.

Who will benefit from the purchase of the Item(s), Activity, or other Service? (school-wide, grade-wide, or classroom specific)

Requester Signature: _____ **Date:** _____

Email completed form and supporting documents to treasurer.jcepto@gmail.com

PTO Use Only

Approved: ____ Denied: ____ If denied, why: _____

Date requestor notified w/a copy of the reimbursement form: _____