

# Cass City Red Hawk PTO Request for funds

If you would like to request funds from the Cass City PTO, you must first complete a request for funds sheet and then be present at the next PTO meeting to give information to the board members and other visiting supporters. Once you have submitted this form to a PTO Board member, the members will make the decision to either accept the request or deny the request. When you attend the PTO meeting you will receive your answer. **PLEASE KEEP IN MIND, THE PTO BOARD MEETS EVERY 4-6 WEEKS. THEREFORE IT WOULD BE IN YOUR BEST INTEREST TO COMPLETE THIS FORM AND SUBMIT IT AS SOON AS POSSIBLE.**

Name of person requesting funds: \_\_\_\_\_

Date request was completed: \_\_\_\_\_

Date request was submitted: \_\_\_\_\_ Amount of request : \_\_\_\_\_

Name of board member form was submitted to: \_\_\_\_\_

Reason for request (please give as much detail as you can, if you need to attach a separate sheet) \_\_\_\_\_

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Signature: \_\_\_\_\_

PTO Board Member Decision:  Accept  Decline

Reason for decision: \_\_\_\_\_

Signatures of deciding Board Members: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Is person requesting funds at PTO meeting:  Yes  No

\*Completing this form and attending meeting does not guarantee an approval.

clh 1/13/09