



# Patriot Oaks Academy PTO

## Request for Staff Enrichment Funds

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Please submit all requests to the Principal for approval. Our PTO board will review and vote on requests during our monthly PTO board meetings. After the PTO board meeting, an email will be sent to you notifying you of the decision. We require a paid receipt to be included with this request OR submitted within 30 days of approval. Please note that if we approve the requests, the item(s) will be considered POA/PTO property and should be handled as such.

Today's Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date Funds Needed by: \_\_\_\_\_

Email: \_\_\_\_\_

Amount of Request (Including Tax, Shipping & Handling): \_\_\_\_\_

Who will benefit from these funds?

Rationale:

Vendor/Supplier (please attach receipts, invoices, quotes, or other supporting documentation):

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

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

**PTO Office Only:**

Approved/Denied in Board Meeting:	
Date of Board Meeting:	
If approved, amount:	
PTO President Signature:	
Treasurer Signature:	
Check Number:	