**Medfield K-8 PTO Funding Request Form**

*Directions: Use the tab button to navigate from field to field. The gray fields appear small, but they will expand as you type.*

|  |
| --- |
| **School (Select from drop-down list):**  |
| **Short Title for Request:**  |
| **Name of Person Making Request:**  | **Date of Request:** |
| **Position:**   | **Department (if applicable):** |
| **Email address:**   | **Daytime Phone:**  |

**Item / Program Request:**

**Brief Description:**

Please explain how this request will fulfill the purpose of the PTO to promote a strong working relationship or provide for the enrichment of our educational system.

|  |  |  |
| --- | --- | --- |
| **Cost of Item:** **$**  | **Shipping:** **$**  | **Total Cost:** **$**  |
| **(Optional) additional information about costs:** |

Can PTO assist in picking this item up at a local store? Yes No N/A

Can this item be purchased at a local store at a lower price? Yes No N/A

Can the PTO assist in researching competitive pricing? Yes No N/A

**Other information** (Please include an explanation of any “yes” answers above)**:**

For PTO Use:

Principal Initials: Date:

Notes:

**Instructions:**

**Where should I send this form?**

Please send form to your PTO Co-Presidents. Check <http://www.medfieldk8pto.com>

**Deadline:**

All requests should be submitted to Medfield K-8 PTO at least one week prior to the next PTO meeting. See <http://www.medfieldk8pto.com> for our meeting schedule.

**Funding Request Approval:**

Funding requests are presented at the next PTO meeting and approval is determined by a majority vote

of the members present.

**Questions?**

If you have any questions or need help filling out this form, please contact your PTO Co-Presidents.

Email addresses\*:

 medfieldmemorialpto@gmail.com  ● medfieldwheelockpto@gmail.com● medfielddalepto@gmail.com● medfieldblakepto@gmail.com

**Note about Tax Exemption:**

PTO purchases are tax-exempt. Please obtain a tax-exempt form from your PTO Board.

\*More contact information is available at <http://www.medfieldk8pto.com>

Note: To simplify field navigation, this document is password-protected. Password= ‘funding’