

BRF PTO Purchase Request

The PTO funds various projects that benefit the students of Forrest Street Early Learning Center and Red Creek Elementary. Completion of this form will help the PTO to allocate available funds. Submission of this request does not guarantee funding. Please note that the purchase of items prior to project approval does not guarantee reimbursement.

- **Person requesting funds must attend next meeting to present request and answer questions regarding purchase.**
- **PTO Meetings are the first Tuesday of each Month, August – May. Requests received after the May meeting will be held until the August meeting.**
- **Please email completed forms to BRFPTO@gmail.com by the Friday before the meeting to be added to the agenda.**

Today's Date: _____

Item requested: _____

Total Amount Requested: \$_____ (include shipping/handling if necessary)

Requested By: Name _____ Grade _____

Email _____

Briefly describe how it will help the children: (Use the back if needed)

How many students benefiting from this request? _____ (approximate)

Have you approached other sources for support? ___ No ___ Yes (if yes list sources)

To confirm that the school administration is aware of your application, please obtain a signature from your building principal before submitting your request.

Signature: _____

Date: _____

For PTO Use Only

Approved

Denied

Tabled

Date of Decision _____

Amount Approved: \$ _____

Comments:

PTO Executive Board Signature: _____

PTO Executive Board Signature: _____

Date Purchased: _____

Purchased From: _____

• Check Credit Card

Check Number: _____