

Southeast Fountain Elementary PTO

Monetary Request Form

Please fill in all information, in as much detail as possible. Please attend meeting to present request. A receipt for purchases is required; a follow-up report would be appreciated.

Person Requesting: _____

Amount Requested: _____

Date Needed: _____

Date of Function (if applicable): _____

What/who will the money be used for: _____

How will students benefit: _____

FOR PTO USE ONLY

Date Received: _____

Date Approved/Denied: _____

Vote: _____

President Signature: _____