

WILLIAM HATCH ELEMENTARY SCHOOL PTO FUNDING/REIMBURSEMENT REQUEST

The purpose of the PTO is to foster a sense of support, pride, and enthusiasm for the school. Programs or activities funded by the PTO must involve children or families from Hatch School. These programs and activities must promote positive school and/or community relationships and demonstrate an educational or social benefit.

DATE OF REQUEST: _____

COMMITTEE MAKING REQUEST (if applicable): _____

CONTACT NAME: _____

CONTACT EMAIL: _____

PLEASE MAKE ONE SELECTION:

NEW FUNDING REQUEST **D** OR REIMBURSEMENT REQUEST **D**

Requests should be submitted to the PTO Treasurer's Mailbox or via the PTO website below.

New Funding Requests will be *proposed* at the next PTO meeting and *voted* on during the following meeting. If possible, you should attend the meeting to explain your request and answer questions. Some requests may be proposed and voted on in the same meeting if **under \$750** and submitted with ample research/documentation or multiple quotes.

Reimbursement Requests are for expenditures already approved in the budget or in a prior PTO meeting. Receipts must accompany your request.

DOLLAR AMOUNT REQUESTED: _____

CHECK MADE PAYABLE: _____

DESCRIBE THE PROPOSED PROGRAM AND HOW THE FUNDS WILL BE USED
(OR BRIEF COMMENT FOR REIMBURSEMENTS):

SIGNATURE OF PERSON MAKING REQUEST: _____

Requests can also be submitted on line at: <http://www.hatchpto.org/>