



BRYANT/PATTENGILL
 Parent-Teacher Organization
 Two Schools, One Community.

PTO Funding Request Form (revised Jan. 2018)

Please allow up to 15 business days to receive payment.
 Questions? Contact: treasurer@bryantpattengill.org

- ★ **To complete and submit online:** scan receipts/invoices and visit bryantpattengill.org/board/forms
- **To submit a hard copy:** complete this form, attach receipts/invoices, & place in the PTO mailbox in the school office.

Requestor Name: _____ Date of Request: _____

Grade, Specials or Support Area, or PTO Volunteer: _____

Email: _____ Phone: _____

Date of Event (if applicable): _____ Payment Due to Vendor By: _____

Brief Description of Funding Request: _____

Type of Request (check one):

- Teacher/Staff Support Field Trip PTO Event/Activity (specify below) Other (specify below)
- Mini-Grant*: For items not currently covered in the PTO budget. Must benefit an entire grade or school (please indicate in the description above). You may supply supporting documentation, if applicable.
- Literacy Endowment*: For enrichment books, staff literacy resources, and literacy-based professional development

PTO Event/Activity or Other (please specify): _____

Amount Requested: \$ _____

***Mini-Grant and Literacy Endowment requests require the Principal's signature:**

Principal Signature: _____ Date: _____

Payment Handling (check one): PayPal* Mail Check to Address Below Provide Check to Requestor

Make Payment to (name of person or business): _____

Address: _____

*If requesting payment via PayPal, provide e-mail, phone, or paypal.me link: _____

For PTO Use Only

Date Paid: _____ Check # _____ **OR** Paypal Confirm. _____ Amount: \$ _____