

Woodbury Middle School PTO Funding Request

Date _____

Request submitted by _____

Amount of funding requested _____ Shipping _____

Item(s)/service(s) to be purchased (attach additional sheets if necessary)

Reason for request (attach additional sheets if necessary)

Who will benefit from purchase (attach additional sheets if necessary)

How many students will benefit from this purchase _____

Check here to confirm that Principal Lopez has reviewed this request.

Additional comments (attach additional sheets if necessary)

Upon approval of request, please submit a PTO Reimbursement Form with invoice, purchase order, or receipt attached. Requests should be submitted to the treasurer.

Date heard by PTO _____

Titled: _____

Approved Y _____ N _____

Tabled: _____ to (date) _____