

Mallinckrodt's PTO Funds Request Form

Name: _____ Date: _____

Grade/Subject _____ Room _____

Teachers and parents may request funding from Mallinckrodt's PTO for the benefit of the school. Items may include classroom resources, teacher professional development, technology, special projects and/or other items that will make an improvement to the classroom/school. Those requesting funding should place a copy of this completed form in the PTO's and principal's mailbox in the main office, or email to the PTO at info@magipto.org.

ITEM REQUESTED (Please give a DETAILED description including possible pictures, features needed, what it does or how the item will impact students/school. Attach additional sheets if necessary.)

Quantity: _____ Date needed: _____ Date requested: _____

Purchasing information: (vendor quotes can be attached as a separate sheet)

Vendor's name _____ phone/fax number(s) _____

Vendor's address and/or website _____

Item number/description _____

Price \$ _____ Tax [purchases are tax-exempt] Delivery \$ _____ Shipping \$ _____

Total funds requested from PTO: \$ _____

Approved by PTO at the meeting held on: _____

Not approved for the following reason:
