

Granville K-6 PTO TA Request for Funds 2017-2018

Teachers may submit a **TA Request for Funds Form** starting July 1st, 2017 for the 2017-2018 school year.

Complete the following Steps:

1. Complete the top box, the "Teacher Information Box" and attach all receipts.
2. Sign in the teacher signature box.
3. Place in an envelope marked PTO Treasurer, and then place in the PTO mailbox.

Deadline to submit a Request for Funds for the 2017-2018 School Year is Friday, May 11th 2018. **Requests received after this date may not be eligible for reimbursement.**

Teacher Information Completed by Teachers

Teacher Name:		<input type="checkbox"/> Elementary School?
		<input type="checkbox"/> Intermediate School?
Email Address:	Phone Number:	
Date Submitted to PTO:	Amount Requested:	
Description of Purchases and Classroom Use: 		
By signing below I acknowledge that these purchases will be used as educational materials for classroom/school use ONLY.		
Teacher/Staff Signature:		

For PTO Treasurer Use - - - Approval Process Completed Only By PTO Executive Board and/or Treasurer

Date Received by PTO:		Reason Request Denied <input type="checkbox"/> Receipts Not Attached <input type="checkbox"/> No Signature <input type="checkbox"/> Receipts & Amount Don't Match <input type="checkbox"/> Incomplete Information <input type="checkbox"/> Other
Amount Approved:		
Date Check Issued:		
Date Check Delivered:		
Check #:		
Reconciled Date		
PTO Approval Signature		Treasurer Initials: _____

Please complete and submit this form. Attach all receipt(s) totaling the amount being requested. Deliver to the PTO Mail Box in an envelope – addressed to the attention of PTO Treasurer.