



Request for PTO Funds

Hyatts Middle School

2008-2009

The PRINCIPAL must approve all requests prior to submission to the PTO.

Teacher's Name _____ Team/Department _____

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| <p style="text-align: center;">_____ Teacher Request</p> <ul style="list-style-type: none"> • One request per teacher per year • Has item requested been purchased? Yes _____ No _____ • If 'Yes', please attach receipts. • Check Payable To _____ |
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| <p style="text-align: center;">_____ Team Request</p> <ul style="list-style-type: none"> • Requires Team Approval • Has item requested been purchased? Yes _____ No _____ • If 'Yes', please attach receipts. • Check Payable To _____ |
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| <p style="text-align: center;">_____ Other _____ Please specify request</p> <ul style="list-style-type: none"> • Has item requested been purchased? Yes _____ No _____ • If 'Yes', please attach receipts. • Check Payable To _____ |
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AMOUNT REQUESTED \$ _____

Please describe your request (Attach additional information that you feel will be helpful to the PTO in making its determination):

How will this purchase benefit your class, team, department or school?

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|----------------------------|------------|--------------------|
| Principal's Initials _____ | Date _____ | PTO Response _____ |
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