



Faculty Request for PTO Funds

Requests may be for projects, activities, books, equipment or anything that enhances the academic lives of the children at Baines.

****Please submit to Principal Roberts at least 30 days in advance of when funding is needed.****

Name: _____ Amount requested: \$ _____

Department: _____ Date needed by: ____/____/____

Description of item/event: *(Please include/attach any documentation that might aid the approval process. For example: itemized list, individualized pricing, etc.):*

Educational Purpose:

Have you sought out other forms of funding from the campus? ____Yes ____No
If yes, what was the outcome of that request?

PTO Use Only:

Approval: ____Yes ____No

Date of review: ____/____/____

PTO Member? ____Yes ____No

Comments: _____