Swedesboro-Woolwich PTO

Request for Funds

Purpose: To assure all purchases align with the Swedesboro-Woolwich PTO goal to maximize the impact of our budget on our children's education.

Instructions: Please complete Section I of this form and submit to Administration (Principal) for review. Administrator must indicate if this request has been submitted to the Board of Education (BOE) prior to submission to the PTO. When Section I is completed, submit to PTO President or Treasurer for approval prior to making purchase(s). Record actual purchases in Section II of form and re-submit with original receipt(s) for reimbursement. Amounts in excess of 110% of requested amount must get re-approval. Failure to comply with this process could result in a non-reimbursement.

Section I

Date **Reviewed By**

Submitted By **Date Reviewed**

Date Submitted to BOE **BOE Rejected (Y/N)**

Requested Amount

Intended Purchase

Reasoning

Support Information (Include details such as Number of People to serve, $ per person, any info on competitive bids or additional options, etc)

This section for PTO Use Only

Date **Approved By** **Reason Denied**

Section II

Date	Description of Purchase	Cost per Item	Quantity	Total

This section for PTO Use Only

Check No.	Payee	Issued By	Date	Amount