

# N. Barrington School PTO

## Request For Funds

**Please complete this form to request funding (cash or check) from the PTO.**

**Submit the top copy to the PTO Treasurer at least one week prior to the date the funds are needed. Keep the bottom copy for your file/binder.**

Submitted by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Function: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Cash or Check: \_\_\_\_\_

Details on how funds will be used: \_\_\_\_\_

\_\_\_\_\_

Make check payable to: \_\_\_\_\_

Denominations of cash requested: \_\_\_\_\_

\_\_\_\_\_

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### For PTO use only

Date Received: \_\_\_\_\_

Date Funded: \_\_\_\_\_

Vendor: \_\_\_\_\_

Check#: \_\_\_\_\_

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*Top copy: Treasurer Bottom copy: For file/binder*