

Harper Parent Teacher Organization

Grant Request

hereby requests

from the Harper PTO to fund the below request.

This request is for the purpose of: **(For a field trip request attach the Field Trip Worksheet)**

Please be very specific as to your need.

If applicable, please provide all information. Pictures with prices of what you are requesting will better assist the Grant Committee and reduce the need for additional information thus slowing down the process of meeting the request.

PTO requires three items to accompany your request.

- 1) This Grant Request completely filled out.
- 2) Principal initials stating no other funding from the district is available to fund this request.
- 3) Initials by Administrator*, Accounts Payable, confirming current Activity Account Funds.

Date funds are needed

Make check payable to

All grant requests will be approved by Superintendent and voted on by the PTO and/or the Grant Committee.

Respectfully submitted by:

You may contact me at:

*Confirmed Activity Account Funds: _____
Your initials Principal initials Admin initials

For PTO Use Only:

Date Received: _____

- Approved – Check is Attached
- Approved – For Reimbursement (bring ITEMIZED RECEIPT for payment from PTO)
- Approved – PTO will make deposit into Activity Account
- Other: _____

Paid: _____ Check # _____ Date: _____