High Bridge PTO Request for Funds—$25 to $199

*Please use this form to request financial assistance from the PTO for expenses more than $25 and less than $199. For requests under $25 or over $200, please send an email to* *HBschoolsPTO@yahoo.com**.*

**SUBMIT BY FRIDAY 9/30 FOR 11/1 DISBURSEMENT**

**SUBMIT BY FRIDAY 1/27 FOR 3/1 DISBURSEMENT**

Name of person making request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School of employment: HBES / HBMS *(Circle one)* Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grades that will benefit from this request: *(Circle as many as apply)*

1 2 3 4 5 6 7 8 All HBES All HBMS

Are any other individuals or groups contributing to this project? \_\_\_\_ Yes \_\_\_\_ No

(If yes, please list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide a brief description of how this money will be used.

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*(continue on back, if necessary)*

Have you gotten permission from the principal for this project/purchase? \_\_\_\_ Yes \_\_\_\_ No

Please list any important dates, such as an event date or a deadline to purchase.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach relevant information regarding program or cost, and place this form in the PTO mail box in the main office of either school.

Thank you!