Sauquoit PTO Request Form

PTO Donation Request Form for Sauquoit Valley Central School
Faculty/Students

PTO By Laws: Any financial request made by an individual or an organization must be submitted on the PTO Request Form for the board members to review and consider. Requests from faculty members or schools must first be reviewed with the respective building principal. Any request over the amount of $100 must have a representative present at the meeting to answer any questions related to the request. If no representation is present the request will be tabled until a representative is present. All financial requests made must be submitted on the PTO request form, a minimum of 1 week prior to each scheduled meeting. Otherwise, the request will not be considered until the following monthly meeting. Attach written estimate of amount.

*We would appreciate your assistance in volunteering for the Craft Show/PTO Events.*
Without enough volunteer support, we would not be able to hold events such as the Craft Show, which generate the funds to provide for each request.

Today’s Date: ___________________  Date Donation Needed: _______________

Requested From: _____________________________  Grade(s): _________________

Amount Needed: _________  Presentation Date to PTO: ________________

Student(s)/Group which will benefit from donation: __________________________

Please explain what you are requesting: ______________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Please list what other organization/group you have requested money from, for this purpose and how much you received:  ______________________________________

_______________________________________________________________________

_______________________________________________________________________

Whom shall the check be forwarded to/name to appear on check if approved:

_______________________________________________________________________

Principal’s Signature: _____________________________________________________

Note: Each request must be accompanied by a written estimate. Once approved and money is given, you will have 30 days to submit original receipt(s). If your receipts are not submitted, you will not be eligible for future requests. Bussing for field trips will not require a receipt.
Sauquoit PTO Request Decision
To be completed by PTO

Date of PTO Meeting: ____________________

PTO vote:

Approved: _______

Not Approved: __________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Additional Information Requested: _________________________________________
_____________________________________________________________________
_____________________________________________________________________

_____________________________________________________________________

Executive Board Signature      Date