**Faculty Request for PTO Funds**

Requests may be for projects, activities, books, equipment or anything

that enhances the academic lives of the children at Baines.

**Please submit to the principal or PTO Staff Representative at least 30 days in advance of when funding is needed.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount requested: $ \_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date needed by: \_\_\_\_/\_\_\_\_\_/\_\_\_\_

Description of item/event: *(Please include/attach any documentation that might aid the approval*

*process. For example: itemized list, individualized pricing, etc.)*:

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Educational Purpose:

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Have you sought out other forms of funding from the campus? \_\_\_\_Yes \_\_\_\_No

If yes, what was the outcome of that request?

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PTO Use Only:

Approval: \_\_\_Yes \_\_\_No Date of review: \_\_\_/\_\_\_/\_\_\_\_ PTO Member? \_\_\_Yes \_\_\_No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_