



303 Kingsley | Normal, IL 61761 | (309) 452-4461

REQUEST FOR PTO FUNDS

Policy:

It is the policy of Kingsley PTO to give funds for items and/or activities that benefit Kingsley Junior High School.

To request funds:

- Complete a "Request for PTO Funds" form
- Deliver one copy to Dr. Mehall and one copy to PTO mailbox in staff workroom
- The request will be presented to the board at the next monthly PTO meeting. It may be necessary to have the individual or a member of the organization come to a PTO meeting to present the proposal. If so, notification will be made prior to the meeting.
- Notification of approval will be given following the meeting.
- If approved, items and/or services may be purchased. To receive reimbursement, please complete an "Application for PTO Reimbursement" form (located in a folder in the PTO mailbox or on the web-site.)

Contact Person:	Team/Group/Organization:
Address:	Phone Number:
Email Address:	Date of Proposal:
Description of the item, activity or project:	
Who will benefit from this item, activity or project:	

What is the cost? Please include an itemized list of costs, if possible:

If the PTO cannot give you all of the money you request, is there a lesser amount you would accept?

Where else have you tried to obtain funds:

Do you anticipate a need for more money from PTO in the future? If so, when?

When do you need the funds?

If you have questions, please call:
Diana Holderby, PTO President: holderbt1314@msn.com