

Ithaca PTSO Funds Request Form

The Ithaca PTSO is happy to assist you with funding your activity, project, and/or item(s)! Please submit your request by completing this form and placing a copy in the PTSO mailbox in the office. You will be asked to present your request at a PTSO meeting which are held on the 3rd Wednesday at 3:30 PM from September to May. Thank you!

Teacher(s) or Organization Name: _____

Name of person presenting: _____

Date: _____

Project/item you would like funded: _____

Brief description of project/item: _____

Amount requested: _____

Date needed by: _____

Will this fund all or part of the project/item? All Part

Is this a one-time request or will it be yearly? One-time Yearly

If the project/item is more than \$500, please obtain administrative approval.

Will this project/item require administrative approval? Yes No

If yes, administrator signature: _____

Any other comments: _____

(Do not write in the space below.)

Approved: Y N Amount: _____

PTSO officer signature: _____