

Raleigh Park PTO

Parent Quick Grant Funds Request Form

Proposal (What activity will the funds be used for?):

Rationale (Why is this a good use of funds? How will it benefit students or staff?):

Cost (Be specific. If you need to estimate now, a check for the actual amount spent will be distributed after receipts are turned in, not to exceed requested amount):

Vendor/Company (where are you spending the money?)

Check one:

- Please write a check payable to the vendor above, include address and phone number
- Please reimburse me for actual costs after I turn in the receipts
- Please provide me with funds upfront (specific approval by PTO Board needed for this choice)

Submitted by: _____

Phone and/or email: _____

Date: _____

Please turn in completed form to PTO Treasurer, Peter Jewett, either by hard copy in the Treasurer mailbox in the school workroom or by email to jewett@gmail.com