

# Humphrey PTO Funds Request Form

Name \_\_\_\_\_ Request Date \_\_\_\_\_

Describe in detail the purpose for this funding request.

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Estimated cost: \_\_\_\_\_

Quote Attached?  Yes  No

Check Payable to: \_\_\_\_\_

Number of students benefitting: \_\_\_\_\_

Is this a one-time purchase or an annual need? \_\_\_\_\_

Please submit this form electronically to Julie Wright at [bigbrett31@q.com](mailto:bigbrett31@q.com) or place a hardcopy in the red folder in the PTO mailbox. Please allow one week for response.



Received Date: \_\_\_\_\_ Request Received by: \_\_\_\_\_

Board Member Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check Received by: \_\_\_\_\_ Date \_\_\_\_\_

If applicable:

Reason Not Approved: \_\_\_\_\_