



North Salem Middle/High School PTO Request for PTO Funds (to be submitted by faculty and staff)

To request consideration of PTO funds, please:

1. Complete this form.
2. Submit it to Mr. Digrandi for approval.
3. Place form in the PTO mailbox located in the main office.

Requests below \$250 will be voted on by the PTO Executive Board. Requests above \$250 will be voted on by the PTO general membership at the next monthly meeting.

You will be notified of the status of your request following the vote.

Date: _____

Faculty/Staff Member requesting funds: _____

Email address: _____

Amount Requested: \$ _____

Date Funds are Needed By: _____

Checks made payable to: _____

Purpose of funds and relationship to the curriculum: _____

Date: _____

Approved: Mr. Vince DiGrandi

