

**MORRISVILLE EATON CENTRAL SCHOOL
PTO REQUEST FORM**

The PTO enjoys helping the teachers and students with special requests for money to fund special projects that are not part of their standard curriculum. The events and projects that you need funded year after year should be included in your school budget and funded through the MECS district.

I, _____, spoke to the building Principal regarding this request on
(Name)
_____, and this is an event that has not been budgeted for at this time.
(date)

Signature of Principal _____ Date _____

Event Name: _____

Date and Place of Event: _____

Contact person / phone number: _____

Who will participate in this event? _____

Description of event and services required: _____

Monetary expense: yes no Amount Requested \$ _____

_____ bills submitted for reimbursement

Check to be made out to: _____

PTO Meetings are the first Wednesday of every month throughout the school year. Requests should be submitted on this form at least one week prior to the meeting and sent to the PTO mailbox at the Elementary School. The requestor must be present at the PTO Meeting for your request to be considered.