

JCPTO Request for Funding Form

ALL REQUESTS NEED TO BE MADE USING THIS FORM. NO EXCEPTIONS

The JCPTO will fund any activity or purchase that enhances the educational experience of our students. Funding requests should be for educational purposes and costs should be kept to a minimum.

Please obtain a copy of the JCPTO's NYS tax-exempt form as the PTO is a tax exempt organization and will not reimburse sales tax paid on items unless it is approved in advance.

Contract or receipt is required for reimbursement.

Requested by: _____

Date: _____

Is this a budget item? (circle one): yes no not sure

Check Payable to: _____

Date needed: _____

Event or project supported: _____

Signature of PTO President or committee Chairperson:

Check # _____

Date paid: _____