Eagle Pointe PTO – Funding Request Form

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Purpose

This form ensures all funding requests are documented, mission-aligned, and approved according to PTO bylaws and IRS 501(c)(3) requirements.

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1. Requestor Information

- **Name:**
- **Role:** (Teacher / Staff / Principal / Committee Chair / Other)
- **Email:**
- **Date Submitted:**

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2. Description of Request

- **Title of Request:**
- **Detailed Description of Item/Program/Need:**
- **Educational Purpose / Student Impact:**

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3. Cost Information

- **Total Amount Requested:**
- **Vendor or District Department:**
- **Supporting Documentation:** (Attach invoice, quote, PO, or written request)

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4. Timing

- **Date funds are needed:**
- **Is this time-sensitive?** Yes / No
- **If yes, explanation:**

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5. Principal Approval

- **Principal Name:**
- **Signature / Email Approval:**
- **Date:**

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6. PTO Board Decision

- **Approved / Denied / Tabled**
- **Amount Approved:**
- **Date of Vote:**
- **Notes:**

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7. Treasurer Use Only

- **Check Number:**
- **Date Paid:**
- **Budget Category:**