



## 2016-17 EFES PTO Spending Request Form

Name: \_\_\_\_\_ Grade/Content Area: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Learning: Collaborate: Leadership: Character

Check one:		
<input type="checkbox"/> Teacher	<input type="checkbox"/> PTO Board Member	<input type="checkbox"/> Administrator
Briefly Describe the Purchase Request:		
Estimated Request Amount:	Where Purchased:	

Submitted By:	Submitted Date:
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For PTO Executive Board Use Only		
Reviewed By:	Reviewed Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Requester Contacted of Decision By:	Contact Date:	Receipt Received Date:
Expense Category		
Student	Teacher	Other
<input type="checkbox"/> Field Trip <input type="checkbox"/> Field Day <input type="checkbox"/> Student Recognition	<input type="checkbox"/> Teacher Grant <input type="checkbox"/> Teacher Appreciation <input type="checkbox"/> PT Conference <input type="checkbox"/> Staff Birthdays	<input type="checkbox"/> PTO Meetings/Activity Nights <input type="checkbox"/> School Carnival <input type="checkbox"/> School Improvement Project <input type="checkbox"/> Miscellaneous

**Submit the completed Spending Request Form to a PTO Board Member 30 days prior to the activity or event**  
 Tara Myers, Tracy Jones, Tamara Lynn, Sarah Ware, Tracey Wallace, Dustin Romans, Michelle Young