

**Westergard Elementary PTO
Special Funding Request (SFR)**

Instructions:

- Requests can be made by Westergard parents, teachers, or staff and can be submitted to the PTO mailbox anytime during the school year.
- Requests should be submitted at least 3 days prior to a PTO Board meeting, at which time the proposal will be discussed for a potential vote.
- Please be very specific in your request indicating the price of the item, brand name, etc.(attach a copy of catalog page, webpage or any other helpful information.)
- For teachers – a signature from the principal is required in order to avoid items that might be paid for by the district.
- Specific guidelines and policies for using this form can be found at www.georgewestergardpto.org

Request: _____

Cost: \$ _____ + Tax: \$ _____ + Shipping: \$ _____ = TOTAL COST:\$ _____

Description of item requested and how students will be enriched by this particular item: _____

Principal approval (teachers only): _____

Requested by: _____ Date requested: _____

Grade/Department: _____ Email: _____

For PTO Purposes:

Reimbursement to: _____ -OR- Direct Purchase by PTO

Request status date: _____

Approved

Denied

Hold date: _____