

PINON ELEMENTARY PTO

Grant Request Form

Requestor Name: _____

Email: _____

Phone: _____

Date Submitted: _____

Procedures:

- *Please use this form to request a grant from the PTO.
- *Place this completed form in the "Grants for Approval" folder in the PTO cabinet in the Pinon office.
- * When approved, please attach this form to the Check Request Form.

Approximate Date	Description(Vendor + Item Description + Purpose of Expense)	Expected Amount

Questions or Comments?

E-mail our Bookkeeping Treasurer treasurerbookkeeper@pinonpto.org

Or our Checks and Deposits Treasurer treasurerchecksdeposits@pinonpto.org

Treasurer Use Only:

PTO Meeting Approval: _____

Date: _____

Budget Category: _____

Date Entered: _____