



A.S.K. PTO Funding Request Form

THIS BOX FOR TREASURER USE ONLY	
CC/CHECK #	
AMOUNT	
DATE PAID	
INITIALS	

Staple all relevant documents (invoices, receipts, order forms) to the back of this form.

- Requests must be accompanied by relevant documentation.
- Fill out the information below.
- Be sure to include payment instructions.
- Turn into the PTO mailbox when completed.

About Schalm Staff Discretionary Funds:

Discretionary funds are to be used for extra programs, supplies and projects chosen by staff members. **Use of these funds does not require pre-approval**, as use has already been approved. Each teacher, including music, gym, art, reading, librarians and other special teachers has use of up to \$200. Classroom teachers also have up to \$250 to use for field trips. The principal and superintendent have use of up to \$1000 each, and the front office has use of up to \$500. Additional funds may be supplied to staff members, but the use of them must be requested and pre-approved in an open meeting.

Reimbursement Request for Check Request for Credit Card Payment

Person Requesting: _____ Date of Request: _____

Requester's Email: _____ Phone Number: _____

Make Check/CC Payable to: _____

Item/Service and Budget or Discretionary Category	Amount
Total Amount	

Payment Instructions: _____

If requesting a check, please specify where and how to deliver it. If a check is to be mailed, please include an invoice and an addressed envelope (we will provide a stamp). If a check is a reimbursement, please specify how best to deliver it (e.g. school mailbox, via student, at event, by mail).

Contact the Treasurer with any questions: Kimmy Gabrys | kimmygabrys@yahoo.com | 734-658-2162