

DCE PTO Funds Request Form

Date Requested: _____
(Today's Date)

Date Needed: _____

What will the funds be used for?

Please include or attach any description or literature

Total Cost including Shipping and Handling: _____

Vendor information: Include complete address, website, and phone number

Reason for Request: _____

These materials will be used by: _____

Requested By

Contact Info/Email

DCE PTO President/Vice President Signature

Date

Principal McCormick's Signature

Date

Submit to Principal for approval and cc the PTO by putting form in the DCE PTO Mailbox or by emailing to DurbinCreekElementaryPTO@gmail.com Reminder you must be a PTO Member to submit a request.