

Purchase/Budget Request

Please complete the following request to apply for financial support from XXXXX. This request must be completed and approved by the board **PRIOR** to making purchases.

Requestor name:	
Requestor phone/email:	
Date submitted:	
Date needed:	
Amount requested:	
Item(s) requested:	
Reason for purchase:	
Preferred vendor(s):	
Principal/AD/Coach approval (if applicable)	
Other details:	
How are you requesting to be paid: (invoice, check, booster purchase or requester reimbursement):	

PTO Board Approval:

Approval vote date:	
Amount:	
Check payable to:	
Address of payee:	

<input type="checkbox"/> Included in annual budget	OR	<input type="checkbox"/> Approved at meeting
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FOR TREASURER'S USE ONLY: Category: ____ Check #: ____ Date: ____ Logged: ____