**Grade Level or Department Funding Request Form**

Please submit this completed form before purchasing anything to Emmie Cardella, PTO Treasurer (to **the box in the front office**). We will review your request with the school administrative staff and the PTO board will vote on your request for Grade Level or Department Funds.

If you have any questions please contact: Emmie Cardella, PTO Treasurer: [ecardella@cox.net](mailto:ecardella@cox.net) or 480-215-2180) **Please give us at least 4 weeks to review and approve your request.**

Date: Grade Level or Department: Amount: $

Teacher Name: ­­­­­­­­­­

Contact Email:

What is the money going to be used for?

How will this purchase benefit all the students in your grade or department?

Any other important information you would like us to know.