



Grade Level or Department Funding Request Form

Please submit this completed form before purchasing anything to Jane Trapp, 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: PTO Treasurer: ctsptotreasurer@gmail.com. **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. _____

