



Desert Mountain Elementary

Queen Creek Unified School District

PTO Funding Request Form

Please complete the form for all funding requests for PTO purchases. This form must be turned into **Erin Pillsbury** one week prior to the PTO meeting. You will need to attach 2 quotes, shipping and tax must be included.

Requester Name: _____ Position: _____

Contact email: _____

Funding Amount: _____ Who is purchasing? ___ PTO ___ Reimbursement

Date of which funds are needed by: _____

Describe the item(s), activity, or other service requested. How will this benefit the students and school? Please include any forms, curriculum, fact sheets or anything that would be helpful for this purchase to be considered.

Who will benefit from this purchase, activity or other school service? (school-wide, grade level, or specific classroom or group of students).

Please submit this form to the Principal for approval.

Erin Pillsbury x _____ Date _____

DME PTO x _____ Date _____

PTO USE ONLY:

Approved or Denied, if denied why _____

Date Requestor Notified: _____ Check # _____ Amount _____ Initials _____