

# WASHINGTON IRVING ELEMENTARY SCHOOL PTO

## REQUEST FOR FUNDING APPROVAL

The Irving School PTO authorizes the use of funds in one of two ways: through an annual budgeting process or through approval by the PTO during the school year. Committee chairs, teachers and parents can submit a Request for Funds for consideration through either of these two avenues.

Please complete the top portion of this form and submit it to the PTO Treasurer by:

- 1) Placing form in PTO Box in the Irving School office; or
- 2) Emailing form to PTO Treasurer Eduardo De Santiago at [abilalo@sbcglobal.net](mailto:abilalo@sbcglobal.net).

Please contact Eduardo by email with any questions.

<b>Name:</b>	
<b>Email/Phone:</b>	
<b>Reimbursement Information</b>	
Purpose of Request (e.g., event, project, etc.)	
Event/Project Name	
Date of Event/Project	
Amount of Funds Needed	
Date Funds Needed	
Benefit to School Community	
<b>Principal Approval/Date</b> (As applicable. All teacher requests require principal approval.)	
<b>PTO Approval/Date</b>	

**Once a Request for Funds has been approved, funds are released after a Request for Reimbursement Form is submitted to the Treasurer.**

Note: The annual budgeting process begins in July. Committee chairs and teachers can submit a Request for Funds for consideration during this process. The PTO budget is approved at the first meeting of the school year (in September), and is posted on the Irving PTO website. Items that are not included in the annual budget require approval by the PTO during the school year. Request for Fund forms submitted during the year will be reviewed by the PTO Executive Committee and presented for approval by the full PTO, if needed.