



## Mallinckrodt's PTO Funds Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade/Subject \_\_\_\_\_ Room \_\_\_\_\_

Teachers and parents may request funding from Mallinckrodt's PTO for the benefit of the school. Items may include classroom resources, teacher professional development, technology, special projects and/or other items that will make an improvement to the classroom/school. Those requesting funding should place a copy of this completed form in the PTO's and Mr. Thomas's mailbox in the main office, or email to the PTO at info@magi-ptο.org.

**ITEM REQUESTED** (Please give a DETAILED description including possible pictures, features needed, what it does or how the item will impact students/school. Attach additional sheets if necessary.)

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Quantity: \_\_\_\_\_ Date needed: \_\_\_\_\_ Date requested: \_\_\_\_\_

**Purchasing information: (vendor quotes can be attached as a separate sheet)**

Vendor's name \_\_\_\_\_ phone/fax number(s) \_\_\_\_\_

Vendor's address and/or website \_\_\_\_\_

Item number/description \_\_\_\_\_

Price \$ \_\_\_\_\_ Tax [purchases are tax-exempt] Delivery \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_

**Total funds requested from PTO: \$ \_\_\_\_\_**

Approved by PTO at the meeting held on: \_\_\_\_\_

Not approved for the following reason:

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