**WILLOW LANE ELEMENTARY SCHOOL PTO**

**Fund Request Proposal Form**

Applicant:

Grade Level/Department:

How many students will benefit from this grant?

How will this project/materials benefit your curriculum/department?

Briefly describe your project/program, and what sources you plan to use.

Please itemize costs below:

Total: $

Checks to be made payable to:

After your request is approved and you have purchased your items, fill out the Reimbursement Request Form. Please remember to turn in all receipts. The PTO must have receipts for what you purchased.

Place completed form in the Treasurer folder in the PTO mailbox, Willow Elementary main office. For detailed instructions, see [www.willowlanepto.weebly.com](http://www.willowlanepto.weebly.com), Teacher Resources tab.

**For Committee Use Only**

Date Received: Date Reviewed:

Committee Response: