



# Frontier Elementary PTSO

## Faculty Fund Request Form



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

Date Submitted: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

**\*\*All Read-A-Thon funds must be used by Feb 15th.\*\***

**\*\*\*All other fund requests must be made by April 1st\*\*\***

Source of Funds (Circle One):    Grade Level Money  
**OR**  
Read-A-Thon Money

Payment Method (Check One):

- Request PTSO Debit Card
- Make Check Payable to: \_\_\_\_\_

**Check a category below for your Fund Request:**

- Classroom/School Supplies - Supplies Needed: \_\_\_\_\_
- Field Trip -Destination /Date: \_\_\_\_\_
- School Event - Date/Time of Event: \_\_\_\_\_
- Specialty Program - Program Name: \_\_\_\_\_
- Student Rewards - Reward for: \_\_\_\_\_
- Other/Reason: \_\_\_\_\_

Please include additional details of your request here:

Items purchased for school use are considered either consumable or durable. Consumable goods are expected to be used during the school year(s) with short-term use. Examples snacks/drinks, etc. Durable goods are expected to last for multiple school years.

**These goods are purchased for the school and will remain school / PTSO property, to be used in good faith by the requesting staff member.** Examples include software, books, furniture, etc. Durable goods are not to be considered personal property of the requesting party.

By requesting reimbursement for this item(s), I acknowledge that all materials are the property of Frontier Elementary/PTSO.

Faculty Signature: \_\_\_\_\_

**FORM MUST BE SIGNED BY ADMINISTRATION BEFORE BEING TURNED INTO PTSO.  
PLEASE DO NOT PURCHASE ANYTHING UNTIL YOUR REQUEST HAS BEEN APPROVED.**

Approved by Administration:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PTSO Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN FUND REQUEST FORM WITH RECEIPTS/INVOICES ATTACHED TO PTSO TREASURER MAILBOX.**