



Teacher & Staff Fund Request Form

Thank for your request for funds. The PTO exists to support the students, teachers and staff in a manner that has a resounding impact on the entire NPS school community. Please complete this form with a signed approval from the Principal and submit to the PTO mailbox. Your request will be presented to members of the PTO for a vote at our next regularly scheduled meeting. Please plan accordingly. For the 2021/2022 school year, the **NPS PTO Meetings** are on Sept 14, Nov 16, Jan 18, Mar 15 and May 17 via Zoom at 7pm. All requests require detailed information. Lack of details may result in delays. The decision will be sent via email or teacher mailbox in a timely manner. There is a maximum overall budget of \$500. **(Teachers-Please note that if you are seeking reimbursement for out of pocket expenses incurred for classroom supplies with a limit of \$50, simply complete the Request for Funds form below and submit to the PTO mailbox with your original receipt(s) highlighting the item(s) and amount(s) for reimbursement. Principal signature not required.)*

-----Pls. Do Not Tear-----Pls. Do Not Tear-----Pls. Do Not Tear-----

Is this a Teacher Request? Yes or No

Date of Request: _____

Value requested: \$ _____

Date Required: _____

Requested by: _____

1. How many children and/or staff members do you anticipate will benefit from this program or project? _____

2. Briefly describe your request and explain how the students will benefit. (Use the back of this form for more space if required).

*Principal Signature: _____ Date: _____

Do you wish to receive the funds via school mailbox or mailed? (Please circle one. Thank you.)

Check Payable to: _____

Address: _____

Below PTO official use only

PTO Approved? Yes _____ or No _____ Check # _____ Amount: _____

Tabled for more info. _____ Date: _____ Treasurer or PTO Pres. Signature _____

NPS PTO Board: PTO President-Azure Cygler/Treasurer-Tennille Bartlett/Secretary-Jennifer Whitworth

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