



MERRIMAC PTO

Appropriations Request

FOR PTO USE ONLY

RECEIVED ON: _____

APPROVED: Yes No

FILL OUT THIS FORM AND SUBMIT DIRECTLY TO THE PTO VIA OUR MAILBOX AT YOUR SCHOOL.

DATE: _____

TOTAL FUNDS REQUESTED: _____

REQUEST FOR: _____

SUBMITTED BY: _____

EMAIL: _____

SCHOOL: Helen R. Donaghue

Frederick N. Sweetsir

Please explain the rationale behind your request:

Attach any additional information regarding your request, including price quotes from at least 2 different vendors. The PTO membership requests your presence at our monthly meeting to answer questions regarding your request.

The PTO would like to see our funds used to benefit the greatest number of students and continue to enrich future classes.

*ALL requests submitted to the PTO will be presented to our membership for a vote to appropriate the funds. If approved, receipts **MUST** be submitted for payment.*

Please submit your request before our biannual review of requests. The dates for review are October 31 and February 28

To avoid paying a sales tax on items you purchase, please use the PTO's tax exempt number: 043-568-234 Certificate of Exemption expires 02/12/2010.