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 ADDRESS: _____

SCHOOL: ☐ Helen R. Donaghue ☐ Frederick N. Sweetsir

Please explain the rationale behind your request:

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Attach any additional information regarding your request, including price quotes from at least 2 different vendors. The PTO membership may request 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.*

UPDATED: 08/19/2008