



# Funding Request Form

It is the policy of the PTO to grant funds for educational items and/or activities that benefit students at PGA.

- The request will be voted on during PTO's monthly meetings.
- If possible, the requestor should attend a PTO meeting to briefly present the request.
- Completed forms may be placed in the PTO mailbox in the main office or sent via email to [psdpgapto@gmail.com](mailto:psdpgapto@gmail.com)
- If requests are approved, a check will be provided to PGA or the requester.
- ***PTO is not available to make purchases.***

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1. Contact person:

2. Date of request:

3. Describe the project/activity/item/field trip, including who benefits from it (or attach the form or information):

4. What is the total amount of money that you are requesting, including an itemized list of expenditures?

5. When are the funds needed?