



The Vanguard School PTO

Funds Request Form

Date	
Person Requesting	
Email/Phone	
Department	
Amount Requested*	
Description of Need and Benefits	

The Vanguard School PTO wants to help you with your funds request! In order to do so, we need as much information as possible. *If “Amount Requested” field is left blank, funds request will be returned until it is completed. The PTO cannot vote on unknown amounts. Funds requests must be received by the **FIRST FRIDAY OF THE MONTH**, in the PTO mailbox, at either campus. The PTO votes on funds requests at PTO meetings, unless you are notified otherwise. PTO meetings for the 2018-2019 school year take place at 6:00 P.M. in the school library, the second Monday of each month. In order to approve your request, we ask that you either attend the meeting in person, by phone, or send a representative to answer any questions we may have.

The PTO is currently not able to reimburse for sales tax.

Please use Funds Reimbursement Form if purchase has already been made and/or funds request has already been approved.

BUILDING SUPERVISOR SIGNATURE REQUIRED:

Supervisor Printed Name: _____

Supervisor Signature: _____

If you have any questions, please contact us at PTO@thevanguardschool.com