



## SOUTHLAND PTO EXPENSE REQUEST FORM

- Teachers and staff may use this form to request funding for tools, items, service or events that would support the classroom, curriculum, or school.
- The request will be discussed at the next meeting which takes place once a month.
- This form does not guarantee funding. It will help the PTO recognize and document the needs and wants of the Southland staff that may otherwise go unnoticed.
- All requests will be rolled over from year to year and may be revisited as funding opportunities become available.
- **Email request to [southlandpto@gmail.com](mailto:southlandpto@gmail.com)**

Teacher/Staff Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Needed (Mark N/A if not time sensitive): \_\_\_\_\_

Item, service, or event requesting and it's intended purpose:

Quantity (if applicable): \_\_\_\_\_

### Purchasing Information

Vendor or Website: \_\_\_\_\_

Price: \_\_\_\_\_ . Tax \_\_\_\_\_ Shipping \_\_\_\_\_

Are you willing to pay for this and be reimbursed upon approval? \_\_\_\_\_ Yes \_\_\_\_\_ No

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Approved by PTO at the meeting held on: \_\_\_\_\_

Not approved for the following reason: \_\_\_\_\_

Additional Comments / Information: \_\_\_\_\_

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