



Gates Chili Middle School PTO Request for Funds



Please place completed form in the GCMS-PTO mailbox prior to your attending and presenting this request at the next scheduled GCMS-PTO General Session meeting. If you have any questions, please contact us at gcmspto@gmail.com.

Special Notes:

- Reimbursement requests made after purchase are subject to vote at GCMS -PTO General Session meetings.
- GCMS-PTO requires invoices and/or receipts for all requests.
- The PTO cannot fund off-campus field trips. We encourage and welcome requests to assist with on-campus programs, events, and service projects.

Requestor: _____ Date: _____

Amount Requested: _____ Date Funds Needed: _____

Description of Request: _____

Who should the check be made out to: _____

Address (if being mailed): _____

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Vote Results: _____ Date: _____

Check #: _____ Date: _____