

**ALDEN-HEBRON S.D. #19 PTO**  
**PURCHASE REQUEST FORM FOR REQUESTS UNDER \$200**

In order for your request to be considered for the next meeting, please turn in to PTO the Tuesday before the scheduled meeting and you must attend the meeting. PTO purchased materials are school property and should be included in the school inventory.

Requestor's Name \_\_\_\_\_

Phone Ext. \_\_\_\_\_ Date of Request \_\_\_\_\_

Description of Item (include a copy of the product as well as another similar product and pricing for comparison).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount \$ \_\_\_\_\_

Reason/How school and/or students will benefit: \_\_\_\_\_

\_\_\_\_\_

What upcoming PTO fundraising event or activity could you help with? \_\_\_\_\_

\_\_\_\_\_

Money Needed By \_\_\_\_\_

Person Responsible for Purchase/Follow-up \_\_\_\_\_

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For PTO Use Only

Date Request Received \_\_\_\_\_

Date of PTO Meeting \_\_\_\_\_

Request Approved or Denied \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_