

**ALDEN-HEBRON S.D. #19 PTO
MINI-GRANT
PURCHASE REQUEST FORM FOR REQUESTS OVER \$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. Any requests that have to do with technology or building and grounds must have administrator approval. PTO purchased materials are school property and should be included in school inventory.

Requestor's Name _____ Phone/Ext. _____

Date of Request _____ Cost _____

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

Reason for Request _____

Illinois State Standard(s) and Description _____

Is the requested item consumable or non-consumable? _____

Number of students that will benefit from the requested item(s) _____

What other teachers or staff members could use the item(s) _____

Where will the requested item(s) be stored? _____

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

Money Needed By _____

Person Responsible for Purchase/Follow-up _____



For PTO Use Only

PTO Officer Signature _____

Administrator Signature (if required) _____

Date Request Received _____

Date of PTO Meeting _____

Request Approved or Denied _____ Reason _____
