

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 _____

.....
For PTO Use Only

Date Request Received _____

Date of PTO Meeting _____

Request Approved or Denied _____ Reason _____
