

DMCS PTO FUNDS REQUEST FORM

Requestor Name: _____ Phone #: _____

Classroom #: _____ E-mail Address: _____

Date of Request: ____/____/____ Date Funds Needed By (if applicable): ____/____/____

Reason for your request: _____

Items to be Purchased	(Circle One): Estimated or Actual Cost

If approved, I would like to:

Receive a check payable to (vendor name): _____

Request reimbursement, please make check payable to: _____

Final receipt(s)/proof of purchase MUST BE attached or emailed provided to Treasurer before any reimbursement check can be issue.

If all relevant information is not provided or if funds go unclaimed at 60 days after approval, funds will automatically be returned to the budget

Funds requests will be discussed and voted on at the next PTO meeting following submission of this request. If your request is approved, every attempt will be made to make funds available with ten (10) business days of receipt of all necessary information unless special circumstances apply. The PTO will reconsider resubmission of previously denied, incomplete or tabled requests but in no way promises approval if resubmitted.

PTO USE ONLY:

Date of PTO Meeting or Decision of Request: ____/____/____

Budget Item: _____

Approval Approval (with stipulations stated below)* Denial More Info Needed

Stipulations for Approval / Reason for Denial/Additional Information Being Requested:

PTO Chair/Officer Signature: _____

DMCS PTO FUNDS REQUEST INSTRUCTIONS

The PTO funds must be used to benefit Dixon Montessori Charter School students' health, welfare, safety, or education, and your request will be considered in light of those requirements.

First, you'll need to do some research:

- In order to approve funds we need to know with sufficient detail how much you are requesting;
- ***Please include shipping and tax whenever possible***, or write "+ shipping" on the request form;
- For items that are available from multiple vendors, please shop for the best price;
- ***If you are asking for a piece of technology, please run it through Ms. Krista*** in order to avoid the purchase of duplicate items, and to ensure the new technology we purchase will be compatible with existing programs and products DMCS already owns.

Second, fill out a DMCS PTO FUNDS REQUEST FORM (on reverse):

- Whenever possible, please come to the next PTO meeting to present your item for discussion;
- If you are not available, that is absolutely OK! But please provide as much detail as possible so that we can make an educated decision. (For example, cost, who it will benefit, what it will be used for, etc.);
- If you can't make it to the meeting, please pass the request form to a co-worker or the Teacher Representative to present it for you. You may also consider emailing your requests in advance to a board member; all board member email addresses are listed on the PTO website: <http://dmcs.info>.
- Please attach any supporting documents that support your request (such as screen shots or pictures)... think of this as a visual aid to help PTO members understand the request

Once your request is approved, the PTO Chair will sign the Funds Request Form (preferably the night of the meeting), and the signed forms will be sent home with the Treasurer. If the request is tabled (for lack of information or other) the request form will be returned to the Requestor.

Finally, how to get paid:

(Option A) – Reimbursement: You can choose to purchase your item using your own money or personal credit card, and **submit the final receipt to the Treasurer for reimbursement**. Make a copy for your records, and email directly to the Treasurer or leave the original in the PTO mailbox in the front office. The Treasurer will notify you once your request has been processed and when you can expect to pick up your reimbursement check from Ms. Tami in the front office. You can expect to receive a reimbursement check within 7 days of submission of the final receipt. No checks will be cut without a final receipt.

(Option B) – Direct Issue Check: You can request a PTO check be written directly to the vendor. In order to do this, you need to provide an invoice or screen shot of the final amount being requested.

If all relevant information is not provided or if funds go unclaimed at 60 days after approval, funds will automatically be returned to the budget

Please be sure to indicate on the Funds Request Form which way you intend to pay (either reimbursement or direct pay to the vendor). THANK YOU!!!