

**Cannon Falls Elementary School
PTO Funding Request Form
2019-2020**

Short title for request:	
Name:	Date:
Position:	Grade/department:
Contact email/phone:	Requesting (circle one): <p style="text-align: center;">PURCHASE REIMBURSEMENT</p>

REQUEST DETAILS:

Please explain how this request will fulfill the purpose of the PTO to provide for the enrichment of our educational system:

ITEM DETAILS

Cost per item:	Quantity requested:
Where item can be purchased:	
Date items are needed by:	

PRINCIPAL APPROVAL

_____ _____
INITIALS DATE

INSTRUCTIONS

Submit completed and approved form to pto@cf.k12.mn.us, or the PTO mailbox in the elementary mailroom, at least one week prior to the next PTO meeting.

2019-2020 PTO meeting dates
September 19
November 21
January 16
March 5
May 14

Requests are reviewed and voted on during meetings and must receive a majority vote to be approved.
Questions? Contact the PTO Board at pto@cf.k12.mn.us.

PTO USE ONLY

_____ _____ _____
RECEIVED APPROVED COMPLETED