

**Cannon Falls Elementary School
PTO Funding Request Form
2020-2021**

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.

2020-2021 PTO meeting dates

September 17
November 19
January 14
March 18
May 20

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.

	RECEIVED		APPROVED		COMPLETED
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