

## Dighton PTO Financial Request Form

Type of Request:

Field Trip Funding(Up to \$15/student)

Other Funding

Reimbursement\*

*Submitter Information*

Name		Grade	
Email		Phone Number	

*Reimbursement/Payment Information*

Total Amount		Check Payable to	
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*Expenditure Information*

Approximately how many students will benefit?	
Please describe your request. Include information such as date of event, purpose, curriculum benefits, etc.	

\_\_\_\_\_  
*Signature of person submitting request*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Date*

All financial requests require an attached quote, receipt, or invoice. All requests are presented and voted upon at monthly meetings held on the first Tuesday of each month. Please submit this completed form, with back up, at least 7 days prior to the next meeting date. A representative, familiar with the request, must be present to answer any questions that may arise. All forms must be signed by the principal to be considered. Contact the Dighton PTO Treasurer, Kasey Desrochers, at (508) 415-1673 or [ptodighton@gmail.com](mailto:ptodighton@gmail.com) with any questions.

\*Please note the Dighton PTO is a tax exempt organization and therefore will not reimburse taxes paid on any purchases.

*For Treasurer's Use Only*

Date Received		Date Paid		Check Number		Check Amount	
Signature							