

LOOMIS PTO Request for Funds Procedure (RFF)

A primary function of the PTO is to raise and distribute funds for the enhancement of the Loomis Elementary student learning environment. The PTO, School Principal, Teachers, Parents and Student Council may request funds that benefit Loomis Elementary School students.

Once the PTO President and Treasurer have received this form, your request will be submitted for review at the next PTO meeting. The PTO meets the second Wednesday of the month in the school cafeteria. Please check the calendar for the meeting each month. Additionally, please bring / attach any documentation to support your request.

The form requires the following information:

- Requestor Name/Grade Represented
- Dollar Amount Requested
- The purpose of the Funds
- Summary of Benefits to recipients
- Impact if money is not received
- Supporting documents: monetary quotes, catalogs, statistics of benefit, etc.

Please note that requests for funds (RFF) will be voted on during the *next scheduled* PTO meeting. If immediate need can be identified, the RFF may be approved by completing the form and obtaining signatures from three PTO Officers. Principal approval is required by any school personnel seeking funds. The RFF will be reviewed at the next scheduled meeting.

LOOMIS PTO Request for Funds Form (RFF)

Requestor/Grade Represented/Date

Dollar Amount requested

Purpose of Funds & proposed Budget Category

Summary of Benefit to Recipients Including the number who will benefit

Other means you have used to obtain the funds

Impact if funds are not received

PTO Officer Signatures

1.	
2.	
3.	

Principal Signature required for requests submitted by school staff