



CHAGRIN FALLS PTO
PROFESSIONAL DEVELOPMENT FUND
 Application and Check Request Form
 2018-2019



PROCEDURE:

- Attach documentation regarding the nature of the activity
- Obtain signatures in the following order
 - Building Principal
 - Financial V.P.
 - Superintendent
- You will be notified of the final determination by the PTO via email

Requestor: _____

Date of request: _____ Date needed: _____

Request is for: High School Intermediate School
 Middle School Gurney School

Topic of seminar/training: _____

Date(s) of seminar: _____

Attendee(s): _____

Total amount requested: _____

Make check payable to:
 (include address where you would like check to be sent)

Approved by:

Building Principal		Date	
Financial V.P.		Date	
Superintendent		Date	

TREASURER'S USE ONLY
 Check # _____
 Date paid _____

SEND THIS FORM TO:
 Financial VP Tracie Maschke
 traciemaschke@gmail.com