



**CHAGRIN FALLS PTO
GRANT APPLICATION & CHECK REQUEST FORM
For All Grants Under \$500
2018-2019**



PROCEDURE:

- Attach documentation regarding the nature of the request
- Obtain signatures in the following order
 - Building Principal (1)
 - Superintendent (2)
 - 2 Building Reps (3)
- Forward to Financial V.P. You will be notified of the final determination via email

Requestor: _____

Date of request: _____ Date needed: _____

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

Items for Which Funds are requested: _____

Principals Ranking and comments: _____

Total amount requested: _____

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

Provide all that applies: Invoices: P.O.'s : Receipts:

Approvals:

(1) Building Principal	<input style="width: 300px; height: 25px;" type="text"/>	Date	<input style="width: 100px; height: 25px;" type="text"/>
(2) Superintendent	<input style="width: 300px; height: 25px;" type="text"/>	Date	<input style="width: 100px; height: 25px;" type="text"/>
(3) PTO Building Reps	<input style="width: 300px; height: 25px;" type="text"/>	Date	<input style="width: 100px; height: 25px;" type="text"/>
	<input style="width: 300px; height: 25px;" type="text"/>	Date	<input style="width: 100px; height: 25px;" type="text"/>

(Once you have received the above signatures please forward to the Financial V.P.)

TREASURER'S USE ONLY
 Check # _____
 Date paid: _____

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

Grant Application and Check Request Form

For All Grants Under \$500

1. Briefly describe your project

Explain why you want to do this project. How will it be used? Who is your intended audience and how will it benefit the target group? What are your educational objectives? How many students will be affected?

2. Budget

What is the total cost of the project? List equipment and expenditures involved including shipping, handling and other costs. Please remember sales tax is not paid for, use tax exempt number.