



**CHAGRIN FALLS PTO**  
**STUDENT ENRICHMENT FUND**  
 Application and Check Request Form  
 2016-2017



**PROCEDURE:**

- Attach documentation regarding the nature of the activity/program
- 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

Enrichment activity: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_

Comments: \_\_\_\_\_

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 V.P.  
 Janelle Ranieri  
 janelleranieri@yahoo.com  
 30 Glenridge Ct  
 Chagrin Falls, Ohio 44022