

# White Twp PTO Mini-Grant Request Form

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A White Twp PTO Mini-Grant is to assist with funds for a special project, learning concept, or training session that is to be used within a classroom or area. Grants may be used to improve the intellectual, creative, social, emotional, and/or physical well-being of White Township's students.

**The Mini-Grant should be requested when no other school funds have been set aside for such a project, please check with administration to see if funding, or the item you are requesting, is available. Please have Mr Thompson Initial this form prior to submitting to the PTO.**

Please note:

1. If you can attend the next PTO meeting, please join us to tell us about your request and answer questions.
2. If you cannot attend, please put the bottom of this form in the PTO mailbox. We will contact you with any questions, or to let you know the results of a vote.
3. Once supplies are purchased, only original receipts will be accepted for reimbursement.
4. If you wish for the PTO to pay directly, please forward us the invoice.
5. If the purchase is dependent on PTO funding, please wait to be notified of approval or denial before ordering.
6. All items become the property of White Twp School.

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Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Preferred Method to Contact You? \_\_\_\_\_

Describe your request:

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What is the cost of this request? \_\_\_\_\_ Have you compared pricing with other vendors? \_\_\_\_\_

Have you asked Administration if the school can provide this? \_\_\_\_\_ School Approval Initial \_\_\_\_\_

Do you request reimbursement or wish the PTO to pay vendor directly? \_\_\_\_\_

How soon do you need funding? \_\_\_\_\_

Approval \_\_\_\_\_ Denial \_\_\_\_\_ Vote Date \_\_\_\_\_ Payment Date \_\_\_\_\_ Treasurer \_\_\_\_\_