



Updated 8/10/14

PTO MINI-GRANT APPLICATION FORM

Items Requested:

Requested By:

Date:

General Description of Request:

Please state how the proposed request will enhance classroom instruction of EMS's mission:

Please attach estimate OR enter explanation of cost below:

| <u>Item</u> | <u>Cost</u> |
|-------------|-------------|
| 1. | |

| | |
|-------------------------------------|----------|
| Subtotal | \$ _____ |
| Sales Tax | \$ _____ |
| Shipping and Handling if applicable | \$ _____ |

Total Amount Requested: \$ _____

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

(NOTE: Sending this completed form by email from an authorized account will replace a physical signature for the PTO approval process.)