



DCES PTO SPECIAL REQUEST FORM

****THIS FORM NEEDS TO BE APPROVED PRIOR TO PURCHASE****

Requested by: _____

Date: _____

Date Due: _____

Make Check Payable to: _____

Address/Email: _____

Description of Request for Funding:

Amount Requesting: _____

Check one: Return to Requestor

Mail Directly to Recipient

Special Instructions:

Event Category
(choose one):

- | | |
|---|--|
| <input type="checkbox"/> Administrative PTO | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Amazing Race | <input type="checkbox"/> Scholastic Books |
| <input type="checkbox"/> Art Masterpiece | <input type="checkbox"/> School Promotions |
| <input type="checkbox"/> Artist in Residency | <input type="checkbox"/> School Spirit Wear |
| <input type="checkbox"/> Birthday Club | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Classroom supplies (TEACHERS) | <input type="checkbox"/> Student Directory |
| <input type="checkbox"/> Grade Reimbursement (TEACHERS) | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Training/Development | <input type="checkbox"/> 5 th Grade Celebration |
| <input type="checkbox"/> Spring Carnival/Auction | <input type="checkbox"/> Other: _____ |

Please attach all receipts and invoices.

Return to PTO Mailbox to attention: Derek Wong (608) 302-4053 treasurer@dcespto.org

For office use only: Approved/Not Approved Check# _____
DCES PTO Check Request Form (Rev. 7/1/2018)

Amount \$: _____

Date: _____