



## **2024 – 2025 PTO Funding Requests**

Funding requests are required for any PTO funded programs/activities. A Funding Request provides approval to move forward to spend the funds.

- Field Trips\*
- Assemblies
- Enrichment programs
- 6<sup>th</sup> Grade activities
- School Wide Events
- School wide subscriptions
- PTO Events
- Other items approved by principal

### **Process**

1. Receive Principal Approval (if applicable)
2. Complete Update Funding Request Form
  - This can be found in each school office or email [PlainvilleMaPTO@gmail.com](mailto:PlainvilleMaPTO@gmail.com)
3. Submit funding request in the PTO Mailbox in the office or scan/take photo and send to [PlainvilleMaPTO@gmail.com](mailto:PlainvilleMaPTO@gmail.com)
4. PTO Board will approve any request under \$1,000 bi weekly. Requests over \$1,000 must be presented at a monthly PTO Meeting.

*We ask that you please plan and submit in enough time to receive the funds. A PTO Board Member will communicate approval as soon as possible.*

### **Check Request**

Submit a check request to be reimbursed for any expenses for approved items, events, programs. This is also used if a check needs to be submitted to a vendor, etc.

### **Field Trip Funds\*\***

- Each Grade has \$2,000 allocated for field trips for 2024–2025
- Specific grade level field trips DO NOT require monthly PTO meeting votes.
- Please submit funding request for Field Trips and accompanying bus fees as soon as possible to ensure we can track and schedule payments.

Any questions regarding funding requests or the process please email  
[PlainvilleMaPTO@gmail.com](mailto:PlainvilleMaPTO@gmail.com)

