

**Conant School PTO
Annual Student Fund Application Form**

The Conant PTO provides funding for unbudgeted educational items..

- Requests must fall within the Conant School PTO Spending Priorities listed on the application.
- Each teacher/staff member may request reimbursement for up to **\$120 per school year**.
- Alternately, teachers may pool for a single grade for a combined amount of up to **\$360 per school year**.

To Apply

Please select the most appropriate category from the priority list below and complete the attached form, providing as much detail as possible. The request should include all costs associated with the appeal, including shipping/handling and installation charges. Please describe how students will benefit from your request and include details such as the grade level and number of students impacted.

Please email your request to The PTO President at president@conantpto.org. Alternatively, please drop off the completed application in the Vice President's mail box in the school's front office.

Conant School PTO Spending Priorities

Guidelines for Evaluating Unbudgeted Requests in Order of Priority As Determined in the 1993-94 Parent-Teacher Survey

Please select a category most appropriate for your request:

- _____ Basic Instructional Material
- _____ Curriculum Enrichment Supplementing a Basic Program
- _____ Operating Expenses to Support PTO Sponsored Programs
- _____ Educational Technology
- _____ Library
- _____ Audiovisual Equipment
- _____ Professional Development
- _____ Cultural Enrichment
- _____ Facilities (other equipment, furnishings, maintenance)
- _____ Other: _____

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Date: _____

Requested By: _____

Description of Request:

Purpose:

Supplier/Source:

Amount of Request	Item 1	Item 2	Item 3
Cost			
Additional Charges, if any			
Shipping & Handling			
Assembly/Installation			
Total Cost			

*If assembly/installation is required, please specify who will do it:

FORM OF PAYMENT (Please choose one; see reverse for explanation)

Prepayment from PTO Invoice to PTO Reimbursement from PTO

If request is funded, who will make the purchase?

Explanation for Form of Payment

Prepayment from PTO: You may request a check from the PTO Treasurer. This can be sent to the vendor along with the Conant Tax Exempt ID Form (if necessary).

Invoice to PTO: You may request the vendor to send an invoice to the PTO if your application is approved.

Reimbursement from PTO: You will pay for the product/service using personal funds and then ask for a reimbursement from the PTO. Reimbursement forms are located in the Reimbursement folder in the PTO Treasurer's mailbox.

If the vendor does not have an established account with the Conant PTO, please obtain a copy of our Tax Exempt ID Form from the President, Vice President, or Treasurer of the PTO.

Please email your request to PTO President at president@conantpto.org.

Alternatively, please drop off the completed application in the Vice President's mail box in the school's front office.

If you have questions, please do not hesitate to contact the PTO President.