

Crooked Lake Elementary Parent Teacher Organization

Funding/Payment Request Form

Select one

Funding Request

Form Purpose: The Funding Request Form is used to request funds from the Crooked Lake Elementary Parent Teacher Organization (CLPTO) that are not included in the CLPTO budget or exceeds budgeted amount.

Form Submission: Complete form with detailed information about the reason for your funding request. Attach supporting documentation if needed. Place form in CLPTO mailbox in school work room or turn into office.

Form Presentation: The funding request will be presented at the next available CLPTO General Meeting for discussion and vote. Please attend the meeting to present your request. Be prepared to answer questions and have supporting documentation. The treasurer may contact you prior to meeting to assist with preparation. If you are unable to attend the meeting send another person in your place or contact the treasurer to give detail around request so treasurer can present.

If approved: Submit invoice or receipts to treasurer.

Payment Request

Form Purpose: The Payment Request Form is used to request payment for Crooked Lake Elementary Parent Teacher Organization (CLPTO) approved expenses noted on the CLPTO budget.

Form Submission: Complete form with information about the payment request. Attach invoices or receipts. Place form in CLPTO mailbox in school work room or turn into office.

Payment: The treasurer will mail payment with invoice copy if payment is to be made to a business. The treasurer will contact the requestor if payment is to be made to an individual.

Date: _____ **Requestor Name:** _____ **Requestor Phone #:** _____

Description of Request or Event Name: _____

Reason for Request or Description of item(s) purchased or ordered: _____

Amount of Request: _____ **Date Funding Needed:** _____

Payable To: Name: _____

Address: _____

Questions: Email CLPTO through school website or call CLPTO Voicemail 763-506-2114.

CLPTO Use Only

Date of CLPTO Meeting:	Disposition:	Amount Approved:
Date Paid:	Check Number:	Treasurer's Initials:
How was payment distributed?		