

Westfield Intermediate & Middle School PTO

WIMS PTO Grant Request Form

Please complete the following information concerning your grant request and return to the PTO mailbox at least one week prior to the next WIMS PTO meeting. Please remember that all grant requests must be presented to and approved by the PTO prior to purchase or contract for services. This form is not intended for use as a method of reimbursement.

Name:	Subject Taught:
Telephone:	Grade Level:
School:	

Describe in detail the purpose for this funding request:

Please list all suppliers contacted, as well as all quotes, bids, and pricing data:

Which company/product best serves your purposes and why?

Number of students benefitting:

Is this a one-time purchase, or an annual need?

What alternative funding sources have you explored?

Funds: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Funding Source:
Board Member Approval:	Date:
Board Member Approval:	Date:

** Please attach any supporting documentation or information that you think would be relevant.