

**Merrimac PTO**  
**Field Trip Funding Request Form**

2022/2023 School Year

Please fill out this form to request PTO and Cultural Arts Funding and submit to the office at least 4 weeks prior to the field trip. The office will submit it to the PTO for approval.

Date of Request: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Staff Member Submitting Request: \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

Purpose of Funding Request: \_\_\_\_\_

Request Amount: \_\_\_\_\_

*A Copy of the Vendor Invoice Must be Attached.*

*Check Payable to: (Check one)*

\_\_\_\_\_ *Vendor (Name on invoice if paying directly)* \_\_\_\_\_

\_\_\_\_\_ *Other* \_\_\_\_\_

*PTO USE ONLY*

*Approved/Disapproved* \_\_\_\_\_ *Total Amount*

*Funded:* \_\_\_\_\_

