



Merrimac PTO

Appropriations Request

FOR PTO USE ONLY
RECEIVED ON: _____
APPROVED: __Yes __NO

Please fill out this form completely and submit directly to the PTO mailbox in your school.

Date: _____ Total Funds Requested: _____

Request For: _____

Submitted by: _____ Email: _____

School: _____ Frederick N. Sweetsir _____ Helen R. Donaghue

Please explain the rationale behind your request (please feel free to attach an additional page):

Attach any additional information regarding your request, including price quotes from at least (2) different vendors. The PTO membership **requests** your presence at our monthly meeting to answer questions regarding your request.

The PTO would like to see our funds used to benefit the greatest number of students and continue to enrich future classes.

ALL requests submitted to the PTO will be presented to our membership for a vote to appropriate funds. If approved, receipts **MUST** be submitted for payment. Requests can **ONLY** be submitted twice a year. The requests must be submitted by the following dates for the 2022/2023 school year:

November 11th 2022 to be reviewed at our November 14th 2022 Meeting

March 10th 2023 to be reviewed at our March 13th 2023 Meeting

To avoid paying a sales tax on items you purchase, please use the PTO's tax exempt number: 043-568-234

