WB PTO

Waverly-Belmont Parent-Teacher Organization

WB PTO Requests

Instructions:

Each budget request must include the following:

- Documentation of the cost (attach additional information if needed)
- Detailed justification of the expense
- Explanation of how the request fits in with the mission of the PTO

Place completed forms in the PTO Mailbox in the workroom.

Submitted by: _____ **Email:** _____

Amount Requested: _____

Description & Justification:

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PRINCIPAL APPROVAL SIGNATURE: