

WIHI PTO Funds Request Form



Requested By: _____

Teacher

Club

Other

Student

Enrichment

Name of Group: _____

Contact Email: _____ Telephone # _____

Date Requested: _____ Date Needed: _____

Amount Requested _____

Is amount requested to be a Loan

or a Grant/Gift

What are you asking for? An Item? A deposit? Who and how many will benefit from this request?

Please attach any pertinent information. Use the back if you need more space.

Signature: _____ Date: _____

When the form is completed, please pick one of the following options to complete your request.

- A.) Print the form and take it to the WIHI front desk. Ask for the form to be put in the PTO mailbox
- or B.) Scan the form and email to wihipto@gmail.com
- or C.) Bring the form to a PTO meeting. Please email wihipto@gmail.com that you are attending.