

# OAK TRACE PTO GRANT REQUEST FORM

DATE: \_\_\_\_\_ REQUESTED BY: \_\_\_\_\_

PAYMENT ISSUED TO: \_\_\_\_\_

ACCOUNT NAME (see listing below): \_\_\_\_\_

FUNDS TO BE USED (please circle):                      GENERAL FUNDS                      SILENT AUCTION FUNDS

ITEMS YOU PURCHASED OR WILL PURCHASE:	COST
<b>TOTAL REQUESTED:</b>	

**PAYMENT OPTIONS:**

<input type="checkbox"/>	Check payable to me for reimbursement	<i>Attach receipts from purchase</i>
<input type="checkbox"/>	Pre-issue check payable to me	<b><i>Return receipts to PTO within 30 days</i></b>
<input type="checkbox"/>	Pre-issue check so I can mail to vendor	<b><i>Return receipts to PTO within 30 days</i></b>
<input type="checkbox"/>	PTO pay vendor invoice directly	<i>Attach invoice</i>
<input type="checkbox"/>	Place order online or by fax	<i>Attach completed order form printed from online or ready to be faxed</i>

**CHECK DELIVERY OPTIONS:**

<input type="checkbox"/>	Leave in my school mailbox	
<input type="checkbox"/>	Mail to my home	Address: _____
		_____

YOUR SIGNATURE: \_\_\_\_\_

**GRANT ACCOUNT LISTING:**

ALLEN	FRIERMOOD	STOUT
ARTHUR	GILL	WALTHER
BAILEY	GRAFF	WARNER
BRUCE/PEPIOT	GRIMMER	ZABST
BUTZ	GUMINO	C.L.A.S.S.
CALLAHAN	HEWITT	CULTURAL ENRICHMENT
CLARK	HUNDLEY	FINANCIAL ASSISTANCE
COX	KENNEDY	FOURTH GRADE YEAR END
CRASK/DAVIS	LANE	OUTDOOR LAB
CRONER	LYNCH	STUDENT COUNCIL
CULLEY	MARTIN	SCIENCE CLUB
DAMIANI	MCANDREWS	WRITING CLUB
DURBIN	MORRIS	SPELL BOWL
EWING	PAUL	MATH BOWL
FEKETE	ROBERSON	BAC
FLETCHER	SANCHEZ	

**Treasurer Use Only:**

Check #: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Check Date: \_\_\_\_\_