



**RICHARDS PTO 2019-2020 DISBURSEMENT REQUEST FORM**

Name: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate:  Parent  Teacher/Specialist  Admin  Staff

Describe your request (Please itemize if more than one item)

Reasons for expenditure (If necessary, please attach a separate sheet of paper):

Educational Benefit:

Number of children to benefit, and grade levels:

Have other possibilities of funding been pursued?  Yes  No

Please explain:

Sources of prices: If only one price source, please explain.