

PTO Treasurer only: Date Paid _____
Check # _____



TEACHER GRANT REQUEST NORWELL HIGH SCHOOL PTO

Grant requests must be signed by the Principal prior to submission to the PTO.

Today's Date: _____

Teacher: _____

Department: _____

Description: (attach specific information if available)

Amount requested/Cost: _____
(actual or approximate)

- **Grants must be used and receipts submitted within 60 days of approval.** If more time is needed, an extension may be requested by contacting the Principal.
- Requests under \$250 may be voted on by the PTO board.
- Requests between \$250 and \$750 must be presented at a PTO meeting for a vote.
- Items requested in excess of \$751 must be presented at a PTO meeting and will require detailed discussion prior to a vote. The vote may be postponed until the following PTO meeting if the PTO Board decides more information about the item is needed.

Principal's Approval: _____

Date of Approval/vote: _____

Request Denied: _____