



Staff Request for Edison Elementary PTO

Requestor: _____ Date: _____

Amount: \$ _____

Description of Item(s) (Please attach print-outs of items needed): _____

Purpose: _____

Principal Approval: _____ Date: _____

By request of Edison Elementary, a proposal request is required for presentation to the Edison Elementary PTO Members on all staff requests in which the PTO will supply funding for.

Supply requests will need to be turned into the Edison Elementary Office and will be reviewed and voted on during the PTO meetings, which is held the second Monday of each month.

If you have any questions about the grand proposal process, please contact the PTO via email at eespto@edisonchargers.org

For EES PTO Use Only

Date of Meeting: _____

Approved By: _____ Witness: _____