



Waverly Belmont Parent Teacher Organization

## WB PTO Requests

Each budget request must include the following:

- Detailed justification of the expense
- Documentation of the cost (attach additional information if needed)
- Explanation of how the request fits in with the mission of the PTO

Submit completed form to Mrs. Blankenship

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

**Description & Justification:**

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**Principal Signature** \_\_\_\_\_