



Ashland Teacher/Staff Funding Request Procedure

Step One:

Ashland teachers and staff are asked to request funding for purchases either via writing (placed in the PTO office box) or via email attachment to the PTO President (ashlandpto@gmail.com).

In the request, please include the following:

- Name of person requesting funding
- Grade level or specialty area
- Item(s) requested and price of each
- Date by which item is needed, if applicable
- Educational purpose of the item (How will students benefit?)
- Any resource materials copied from website/catalogue
- If requesting reimbursement for items previously purchased, please include a receipt

Step Two:

The PTO Executive Board will discuss the request prior to the next general PTO meeting in order to ensure the request is fully understood and to better present the request to the membership. The request is then placed on the agenda for the general PTO meeting.

Step Three:

The Executive Board will present your request to the membership. The membership will make a motion to grant/not grant your request and a vote will be taken. If money is granted for your request, a check will be cut as soon as possible.

Step Four:

Since the PTO treasurer's books are audited, the PTO needs receipts for the materials purchased and the treasurer must be able to match the receipts to your request. After the materials are purchased, please put a receipt in the treasurer's folder in the office. Attach the receipt to a copy of your funding request or to a note that includes your name, grade level or specialty area, and a list of items purchased.

A helpful tip:

It always helps to attend the meeting when your request is up for a vote. Many times, questions arise that the Executive Board cannot answer because they do not have enough background information. Your explanation helps the membership understand the students' need for the requested materials.

Thank you,
Ashland Elementary PTO