

**Percy Priest PTO
Proposal for Funding**

Reimbursement for expenses beyond the annual PTO budget for additional materials or professional development conferences is subject to approval in the PTO's sole discretion. Teachers should review the Reimbursement Policy for Travel, if funding for travel is requested.

Proposals for Funding must be submitted no later than March 1 for review and consideration by the PTO. Please submit this completed form to the PTO Presidents email address (presidentsppe@gmail.com) and direct any questions to the same email address.

Teacher Name _____

Date Submitted _____

Date of Conference (if applicable) _____

Proposed Use of Funds

Total Amount Requested _____

Detailed Accounting of Amount Requested (Please detail travel, lodging and meal expenses, if applicable)