



Randolph Field ISD PTO Funds Request Form

Name of requesting Teacher _____ Campus _____ Grades: _____

Class/Subject Area _____ Email: _____ Phone: _____

Item requested (Please include detailed description, model numbers, etc...):

How and where will this item be used?

What is the benefit and how many students would benefit?

What, if any, maintenance, warranties or additional fees would this item require?

- List comparison prices from 3 vendors on the exact same item(s).
- Please include warranty information, shipping/handling charges and list all fees. The price should be the total amount that you will spend.
- Approval from Administration must be obtained before submitting the request to PTO for physical asset items.
- You must be a PTO member (staff membership) in order to submit your request. If you are not a member, an application can be picked up in the office or downloaded from the PTO website.

Vendor 1 Name: _____

Address (physical or website): _____

Phone: _____ Email: _____ Total Price \$ _____

Vendor 2 Name: _____

Address (physical or website): _____

Phone: _____ Email: _____ Total Price \$ _____

Vendor 3 Name: _____

Address (physical or website): _____

Phone: _____ Email: _____ Total Price \$ _____

School Administrator Approval: _____ Date _____

For PTO Office Use Only:

Request is Approved Denied Date _____ \$ Amount Awarded: _____