

MMS PTISO Request Form

Complete the form below in order to request funds from the MMS PTISO. **This form request must be given to the Principal or Vice Principal for approval before being presented to the PTISO.** Your request will then be reviewed by the PTISO board and members at the meeting. Your funds request will get a yes or no vote at that meeting, unless further information or consideration is requested. The PTISO will be meeting on the second Tuesday of each month and will make recommendations at the following month's PTISO meeting. Keep this timeline in mind when turning in a request to ensure that the committee and the membership have ample time to review and research as needed. PTISO funds must be used to benefit **Meridian Middle School** students' health, welfare, safety, or education, and your request will be considered in light of those requirements. Please attach or e-mail any research you have done on cost and be sure to include enough detail about how the funds will be spent.

Teachers and staff members: If your request involves funds for trainings, seminars, etc., please be aware that if approved, you will be required to come back and discuss what you learned and train parents and other staff members when appropriate.

Your Name(s) _____

Phone Number(s) _____

E-Mail _____ Date of Request _____

Reason for your Request _____

How the money will be spent

Items to be Purchased	Estimated Cost
Total	

Budget Request Determination

When completed, make 1 copy for file, and deliver 1 copy to requesting party.

Date of Committee Meeting: _____

Request Being Considered: _____

Recommendation (Circle one):

Approval Approval with stipulations stated below Denial More Information Needed

Stipulations for Approval/Reason for Denial/Additional Information Being Requested: _____

Date of PTSO Meeting: _____

Result of Membership Vote (Circle one):

Approved

Approved with stipulations stated by Budget Committee

Approved with new stipulations stated below

Denied

More Information Requested

Stipulations for Approval/Reasons for Denial/Additional Information Being Requested: _____

Date copy was delivered to requesting party: _____

Date of Disbursement (Approved Requests Only): _____

Fund Disbursed From (ex: Sunshine, Technology, etc.) _____