



CORNERSTONE ACADEMY PTO FINANCIAL SUPPORT REQUEST FORM

Teacher's Name: _____ Date: _____

Grade Level(s): _____ Number of Students Impacted: _____

Number of Teachers Involved: _____

Name of All Involved Teachers: _____

Total Amount of Request: _____

Breakdown of Costs

DESCRIPTION	COST
TOTAL	

By signing this form, I confirm that all data entered is accurate, and will provide invoices and receipts as necessary.

Signature

Date

On a separate sheet, please explain of what you are requesting and why you are requesting it. Please explain in one page or less how this will benefit the students; use examples if needed. Shipping and handling costs must be included and listed separately. Incomplete applications will not be considered. Please give your CAPTO at least 6 weeks advanced notice of financial needs as it can take up to that long to approve and process payments.

Once you have completed this form and explanation, please email both to cornerstoneacademypto@gmail.com.

Thank you,

Your CAPTO

Approved Date: _____ Denied Date: _____ (short explanation attached)

Board Member Signature: _____

If outside of budget, date of board voting and approval: _____

PTO grants are to be used for classroom materials/equipment and become the property of Cornerstone Academy. In the event of a resignation or retirement, all non-consumables purchased with this grant money will remain at Cornerstone Academy. There is no relationship between individuals receiving this grant and members of the Executive Board that would result in an Excess Benefit Transaction. Grants for Specials programs are not to be used for extracurricular activities related to the specials class.

You can also find this form online for submission at