



Bridges PTO Teacher Request Form

Please return your completed request form to the PTO no later than the Friday prior to the next monthly PTO meeting. The Bridges PTO meets the second Tuesday of each month. All request forms will be returned to the requesting teacher(s) within 3 school days of the monthly PTO meeting.

The Bridges Prep PTO approval process:

- requests are contingent upon HOS approval;
- depend on available budget;
- must complement the mission of Bridges;
- requests over \$100 must be presented at PTO meeting; and/or
- a majority vote “for” request by the Bridges PTO membership.

Should your request be denied due to **budgetary** reasons the request may be re-submitted using the same protocol (refer to box above) the following month.

Teacher _____ Grade _____

HOS Signature _____ Date _____

Date needed?	Total requested?	Is request for a supply, service or field trip?	Approved?	PTO Officer signature

Please provide details of your request: