ALICE HARTE CHARTER SCHOOL
PTO
Requisition Form

Requestor	
Date of Request	

Please provide the following details of your request.

Describe what the request is for? _____

_____

_____

Who will benefit from this request? _____

_____

_____

Amount requested? _____

Date funds are needed? _____

Note:

1. If applicable, attach supporting documentation.
2. Incomplete requisitions will be returned without consideration.
3. Principle must review and sign the requisition to acknowledge that the requested item is not or will not be funded by the Alice Harte Charter School, ACSA, NOPS or any other local, state or federal eductional funding body.
4. Please retain a copy of the requisition for your records.
5. Place the requisition form in the PTO Treasurer's box located in the teacher's lounge. Direct questions to Patricia Henry via email or phone at pphenry@cox.net or (504) 628-6164

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Principle's Review and Acknowledgment:

_____ _____

Signature **Date**

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PTO Executive Board Approval (two signatures required)

_____ Date_____ _____ Date_____

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To be completed by Treasurer

Date Paid _____ Check # _____ Treasurer's Signature _____