

Los Alamos Middle School PTO



LAMS PTO Grant Policy:

The PTO Budget authorizes money for Grants to teachers, staff, students and parents. Grants must be approved at a PTO meeting, so please keep this timing in mind. See <https://lams-ptd.org/index.php/teacher-staff-resources>

Requester: _____ **Project Title:** _____

Which students will the project benefit (grade or class)?

Amount Not to Exceed: _____ **Date:** _____

Please provide the following information (attach pages as needed):

1) How will this project solve an existing problem or meet a need for students that is not currently being met?

2) What is the project plan and timetable?

3) Please give an itemized list of expenses.

4) What funding has been sought from other sources?

5) Other information that might help the PTO in considering this request.

Grant approvals will expire on May 14. If receipts are not submitted by this date, grants will have to be resubmitted for next year.

For PTO Treasurer Only:		Date of Reimbursement:	
Amount of Grant Auth.:		Amount Reimbursed:	
Date of Authorization:		Check #:	