



**DIS PTO Disbursement
Request Form 2008-2009**



The DIS PTO wants to help you! If you need financial support to help with a project, program, conference, equipment or any other worthy need, let us know. Just copy this form, fill it out online and send it to Mr. Brake.

Your request will be reviewed to make sure we have all the information needed for consideration by the board. If you need items from more than one vendor, please include separate ordering information for each vendor listed. You might also pass on any additional information you have such as web sites or catalog pages.

Date: _____

Name/s:

Description of Request:

Date Needed: _____

Ordering Information:

| Source | Item | Quantity | Unit Cost | Total |
|--------|------|----------|-----------|-------|
| | | | | |
| | | | | |
| | | | | |

Vendor Information:

| | |
|-----------------|-------------|
| Name of Company | |
| Address | |
| Phone | |
| Fax | |
| Web Site | |
| Approved Vendor | YES NO |

Shipping and Handling: _____

Total Amount Requested: _____

Please indicate who will benefit from your request:

The blanks below are for DIS PTO and DIS office use.

| |
|---|
| <p><u>Date Considered:</u> _____</p> <ul style="list-style-type: none"><input type="checkbox"/> Approved<input type="checkbox"/> Disapproved<input type="checkbox"/> Tabled<input type="checkbox"/> Forwarded to General PTO Meeting<ul style="list-style-type: none"><input type="checkbox"/> Approved<input type="checkbox"/> Disapproved<input type="checkbox"/> Tabled |
|---|

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| <p><u>Preferred Payment Method:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Teacher reimbursement<input type="checkbox"/> DIS PTO account<input type="checkbox"/> Direct payment to vendor<input type="checkbox"/> Foodie Card Account |
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Additional notes: