Cheyenne Traditional School PTO

Department Level Gift Request

To:	**PTO Treasurer Susan Marty 480-220-3996 or 480-659-8660**
From:	
Committee:	
Tel Number:	
Date:	

IMPORTANT: Amounts exceeding budgeted Department Gift require ***prior approval*** from the PTO Executive Board. Please attach any supporting documents/forms that will help us fulfill your request. Please keep a copy of the completed form for your records.

Department	Departmental Gift Request	Amount
	Total:	**$**

Notes:

Date Paid: _____

Check Number: _____

Please submit this form to the PTO mailbox in the mailroom.
Thank you!