

J.T. Moore PTO Matador Fund Request Form

Funding requests shall be considered at any scheduled Matador Fund Committee meeting (held quarterly). Upon recommendation, by majority vote, the Matador Fund Committee will send the approved requests to the PTO Executive Board for review and acceptance. Acceptance of any expense over \$5,000 (or 5% of annual PTO operating budget) must also pass a vote of the majority present at the next general PTO membership meeting.

All requests for funding must be submitted to the Matador Fund Committee at least one week prior to the scheduled Matador Fund Committee Meeting.

Date of funding request: _____

Person submitting the request: _____

Contact information: _____

Specific PTO long term strategic plan goal that will be met by this request: _____

Amount requested: _____

(Include/attach all supporting documentation and an itemized price list)

Supporting information related to request (Please provide specifics regarding your project to be better considered for approval):

Submit this form to the Matador Fund Committee via the PTO mailbox in the PTO closet (JT Moore front office) or the PTO Co-Presidents.

Request approved _____

Date

Signature of PTO Co-President

Request denied _____

Date

Signature of PTO Co-President

Request deferred pending additional information as follows: _____

Date

Signature of PTO co-President