 GWPO Spending request

Please submit the completed Spending Request Form and any additional information that helps describe your request (flyers, pictures, etc.) to the GWPO box. All requests are reviewed and voted on during monthly GWPO meetings. Our decision will be conveyed as soon as possible. Thank you letting us partner with you to improve our school and our children’s education.

Date: Year for which funds will be used:

Staff Member Submitting the Request: Phone Number:

Students/Staff who will benefit from this Spending:

Would you like to present your request in person at the monthly meeting:

No Yes If yes, how best to contact you?

Please describe your spending request:

Please include ALL expenses INCLUDING shipping and handling

Cost:

Are there bus transportation expenses?

No Yes If yes, how much?