A grey and white logo

Description automatically generatedOakridge Middle School

Parent Teacher Organization

14975 Collier Blvd.

Naples, FL 34119

https://www.oakridgemiddlepto.com

[oakridgemiddlepto@gmail.com](mailto:oakridgemiddlepto@gmail.com)

***OMS Staff Request***

Please use this form for all PTO funding requests. These funding requests are not currently part of the PTO budget and will require 1) Principal approval 2) PTO Board approval (5 votes to pass). Upon approval, an email will be sent with next steps. Please attach invoice or print out shopping cart for estimated costs.

For items that have been identified in the OMS PTO budget, a request form is not needed. However, it is important to review any spending plans with the principal before finalizing with the PTO.

Please use the space below to explain the funding need.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Title*** | ***Description*** | ***Cost*** | ***How does this benefit the students or school wide community?*** |
|  |  |  |  |

**Step 1: Principal Approval**

Approval by the OMS Principal, Ronna Smith

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

**Step 2: Attach Invoice**

Provide a cost estimate, invoice or screen shot of the shopping cart.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Contact Name*** | ***Contact Email*** | ***Contact Phone*** | ***Additional Staff members represented in this request*** |
|  |  |  |  |