



TRIAD MATH & SCIENCE ACADEMY  
PARENT VOLUNTEER ORGANIZATION

The TMSA PVO receives numerous requests for funds from teachers, staff and parents throughout the school year. They vary from special supplies, learning tools, new sound system for the auditorium, and guest speakers. Some should be funded through the school, and others are more appropriate for PVO funding. The PVO tries to set aside money each year for such requests. To make this process more efficient, the PVO has put together a few guidelines that will better assist you in determining what should be requested either through the school or the PVO.

- 1. If the request is for typical school supplies (paper, notebooks, assignment pads, technology equipment, etc) this should all be submitted to the Principal for possible inclusion in the TMSA School budget.**
- 2. PVO requests should preferably benefit the majority of the school rather than a specific classroom or grade. However, there can be exceptions.**

**All PVO funding requests MUST be in writing.**

If you would like to submit a request to the PVO, please complete the Request Form. Provide as much detail as possible. You may submit your request at [pvotmsa@gmail.com](mailto:pvotmsa@gmail.com).

The PVO Board will discuss and vote on all requests at the next PVO Board meeting and you will be notified once a decision is made.

***Working together can we make a significant difference in our children's lives!***



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### TMSA PVO Funds Request Form

Date request submitted: \_\_\_\_\_

Name of person submitting: \_\_\_\_\_

Class/Department/Event: \_\_\_\_\_

Description of item or service requested:

Is this a one-time purchase or an ongoing/annual need?

Amt. needed including tax, shipping, etc: \_\_\_\_\_ (Please attach a quote if possible)

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#### PVO USE ONLY

Request: Approved / Denied (circle one) Date: \_\_\_\_\_

PVO signature \_\_\_\_\_

Title \_\_\_\_\_

Requested Amount: \_\_\_\_\_ Receipt Amount: \_\_\_\_\_

Funds dispersed on Date: \_\_\_\_\_ Check # \_\_\_\_\_

Budget Line Item Funds were drawn from \_\_\_\_\_

**TMSA PVO cannot reimburse anyone unless your request was approved and a receipt was submitted.  
Any questions, please email [pvotmsa@gmail.com](mailto:pvotmsa@gmail.com).**