



## REQUISITION GUIDELINES

The purpose of requisition money is to financially support the students, staff, school-sponsored clubs and groups\* affecting as many students as possible for each requisition. Monies may also be used for equipment, physical improvements, and similar items deemed appropriate by the Royal Pride PTO within the guidelines listed below.

1. The Royal Pride PTO reserves the right to award money on the merits of a specific request and exceptions may be made on an individual basis.
2. Criteria considered for the requisition includes: total number of students involved, previous fundraising activities by the group (e.g. working sports concessions, car washes) and share paid by student/student families.
3. Requisitions must be turned in on the standard requisition form provided by the Royal Pride PTO, must be for a specific item or items, must be for a specific amount and must include details.
4. Completed requisition forms are accepted throughout the year and must be submitted to the principal, for her approval/signature, no later than May 1<sup>st</sup> of the current school year and will be voted on in the subsequent Royal Pride PTO meeting.
5. Requisition money must be spent only on the item requested.
6. Items requisitioned should stay with the program, but not be for single consumption and should benefit as many students as possible. The request will be evaluated based on the number of students affected.
7. The maximum amount of money allotted per group is limited to \$1,000 per academic year. However, exceptions may be made so please don't let the \$1,000 limit deter you from submitting a requisition if your item, idea, or request exceeds the stated dollar limit.
8. Money approved for the requisitions must be spent by June 1<sup>st</sup> of the current school.

\*Athletic teams are not eligible.

These standing rules were read, approved, and adopted by The Royal Pride PTO on October 11, 2013, and shall supersede and replace any standing rules previously in place.

These rules were amended (statement #7 only) on September 10, 2021, at a Royal Pride PTO Meeting. The new rule was read, voted on, and approved at the meeting.