

**Montessori School of Bowling Green  
PTO Purchasing Form**

PTO Event/Request Purpose:

PTO Event Date:

Submitted By (Name):

Date:

We hereby submit specifications and estimates for the following items (listed below):

Item to be Purchased:	Purchased From:	Date:	Amount:

**Total:**

\$

Special Notes/Considerations:

Please Note: Any alteration or deviation from above specifications involving extra costs will require additional written request.

Respectfully Submitted: \_\_\_\_\_

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to make the above stated purchase(s). Payment will be made as outlined above. Please attach all receipts for item(s) purchased before reimbursement will be made.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Check # Issued for Reimbursement: \_\_\_\_\_

Date Issued: \_\_\_\_\_

PTO Approval: \_\_\_\_\_