

# Elm School PTO Asset Request Form

Please complete this form in full. Incomplete forms will be returned to the Treasurer's Docket for completion. Questions? Email the Treasurer at [elmptotreasurer@gmail.com](mailto:elmptotreasurer@gmail.com).

**Request date:** \_\_\_\_\_

**Request by (name):** \_\_\_\_\_ *Please sign below.*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Item(s) requested:** \_\_\_\_\_  
(i.e., cash box [empty], square, deposit card, endorsement stamp, money envelope)

**Item(s) needed by (date):** \_\_\_\_\_

**Item(s) due back by (date):** \_\_\_\_\_ *This is 2 weeks after the "needed by" date above.*

I have received the above item(s). I understand that I am responsible for returning the item(s) to the PTO Treasurer by the "due back by" date above. If I return the items through the school office, I agree to notify the Treasurer by email at [elmptotreasurer@gmail.com](mailto:elmptotreasurer@gmail.com) and drop the item(s) off at the school office. If I do not return the items within two weeks, I may be responsible for replacing the items at my own personal cost.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This section to be completed by the PTO Treasurer.*

Request for items received:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Items returned:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_