

Budget Request Form

Complete the form below in order to request unbudgeted funds from the PTA. Funds in budgeted categories are paid through the Check Request Form. Your request will be reviewed by the Budget Committee, which will make a recommendation to the PTA at the next meeting. Your funds request will get a yes or no vote at that meeting, unless further information or consideration is requested by the PTA. The Budget Committee will be meeting on the last Tuesday of each month and will make recommendations at the following month's PTA meeting. Keep this timeline in mind when turning in a request to ensure that the committee and the membership have ample time to review and research as needed. PTA funds must be used to benefit {YOUR SCHOOL NAME} students' health, welfare, safety, or education, and your request will be considered in light of those requirements. Please attach or e-mail any research you have done on cost and be sure to include enough detail about how the funds will be spent.

Teachers and staff members: If your request involves funds for trainings, seminars, etc., please be aware that if approved, you will be required to come back and discuss what you learned and train parents and other staff members when appropriate no later than the 2nd PTA meeting after your attendance is completed.

Submit a hard copy of this form to the school office.

Your Name(s) _____

Phone Number(s) _____

E-Mail _____ Date of Request _____

Reason for your Request _____

How the money will be spent

[illegible]

Budget Request Determination

When completed, make 1 copy for file, and deliver 1 copy to requesting party.

Date of Committee Meeting: _____

Request Being Considered: _____

Recommendation (Circle one):

Approval Approval with stipulations stated below Denial More Information Needed

Stipulations for Approval/Reason for Denial/Additional Information Being Requested: _____

Date of PTA Meeting: _____

Result of Membership Vote (Circle one):

Approved

Approved with stipulations stated by Budget Committee

Approved with new stipulations stated below

Denied

More Information Requested

Stipulations for Approval/Reasons for Denial/Additional Information Being Requested: _____

Date copy was delivered to requesting party: _____

Date of Disbursement (Approved Requests Only): _____

Fund Disbursed From (ex: Sunshine, Technology, etc.): _____