

Unbudgeted Funds Request

(Accepted September-April)

*Please return completed form to the PTA Drawer (school workroom) for Board review at least **two weeks** before the bi-monthly PTA General Meeting. Applicants are encouraged to attend the meeting and present their request in person.*

*Once you have been approved and need reimbursement, you **MUST** completely fill out an Expense Report/Check Request and attach all receipts/invoices by June 15th!*

This form is to request unbudgeted funds from the PTA. (**Funds in budgeted categories are paid through the Expense Report/Check Request Form.**) Your request will be reviewed at the next General Meeting and will get a yes or no vote, unless further information or consideration is requested by the PTA. Please allow ample time for this process. Attach any research you have done on cost and include enough detail about how the funds will be spent to ensure the board/members have sufficient information to reach a decision. PTA funds must be used to benefit Sacajawea Elementary students' health, welfare, safety, or education and requests will be considered in light of those requirements. Thank you!

Date: _____

Name: _____

Phone: _____

E-mail: _____

Project/Program/Equipment Title: _____

Is this a continuation of an existing project/program or equipment?

_____ Yes _____ No

Start/End Dates: _____

Description and Budget: (Attach separate sheet if needed.)

Estimated Expenses:

Materials \$ _____

Equipment \$ _____

Other \$ _____

Total \$ _____

Estimated Income: \$ _____

Total Amount Requested:

\$ _____

of Volunteers Needed: _____

Has the school district been asked for funds first? _____ Yes _____ No

Explain: _____

Principal Signature:: _____ **Date:** _____

Questions? Contact PTA Treasurer

Email: sacpta@yahoo.com **Website:** sacpta.yolasite.com **Facebook:** www.facebook.com/Sacajawea.Elementary.PTA

FOR PTA TREASURER USE ONLY: Date Form Received _____

☐ Approved **or** ☐ Denied – Reason: _____

☐ Notified Requester – Date: _____