

Blue Sage Elementary PTO

2018-2019 Non-Budgeted Fund Request Form

This form shall be used to request funds not specifically allocated through the current PTO Budget.

Step 1 - Complete the form below.

Step 2 - Obtain the Principal's approval for the expenditure.

Step 3 - Submit the form (with Principal's signature) to the PTO President.

Article VII: Finances, of the Blue Sage PTO Bylaws, provides further details on the Blue Sage Elementary PTO Non-Budgeted Fund Request Form: All monies not specifically allocated through the PTO budget must be requested in writing on a Non-Budgeted Fund Request Form provided by the PTO. The Executive Board may approve individual expenditures up to \$500 without the vote of the PTO body. All monies over \$500 not specifically allocated to be spent through the budget must be presented at a PTO meeting by using the following steps: a. A Non-Budgeted Fund Request Form must be submitted to the Principal for approval. b. After the appropriate approval is obtained, the Non-Budgeted Fund Request Form shall be submitted to the PTO president. c. The PTO President will then add it to the next PTO agenda. At the PTO meeting, it will be presented for discussion. d. A vote will take place at the following PTO meeting.

Today's Date:

Dollar Amount Requested:

Date of the Event:

Person(s) Submitting the Request:

Name of the Person Presenting at the PTO Meeting:

Reason for Request:

Additional Funds from Other Sources:

Additional Notes and Comments

Principal's Approval:

Signature:

Date:

PTO Use Only:

Note the date of the PTO meeting when the fund request was approved and attach a copy of the meeting minutes.

Meeting Date:

PTO Board Approval (< \$500):

Signature:

Date:

Signature:

Date:

Signature:

Date:

Signature:

Date: