



BUDGET REQUEST FORM WINTER 2019

INSTRUCTIONS

- Please review all line items - income and/or expenses, in association with your committee or project.
- If you want to request your budget be increased or decreased, complete all fields in the table below.
- If you: (a) are requesting your budget be decreased AND your income or expenses are being supplemented by another source, or (b) would like to provide more detailed information regarding your request, please complete the “notes” section *on the back* of this form with specific details.
- Reminder: You CANNOT be reimbursed for amounts that exceed your budgeted expenses.
- All approved budget revisions will be voted on by the PTA general membership on Friday, March 8th.

***All Budget Request Forms are to be submitted NO LATER THAN FRIDAY, FEBRUARY 1ST.
Remit all forms to the PTA lock box or email to the Treasurer at: treasurer@dosspta.org.***

PTA Budget Line Item <i>(Committee or Project)</i>	New <i>(Y/N)</i>	Current Budget	Increase/(Decrease) to Budget	TOTAL Budget <i>(Requested revision)</i>

Submitted by: _____ Position: _____ Date of Event: _____

Additional Information/Notes:

For PTA Budget Committee Use Only

_____ Approved

_____ Denied

_____ Hold

Comments: _____
