

# DOSS ELEMENTARY PTA BUDGET CYCLE REQUEST FORM 2020-2021

## 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” sections *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.

***All Budget Request Forms are to be submitted NO LATER THAN FRIDAY, FEBRUARY 5<sup>th</sup>.  
Remit all forms to the PTA lock box or email to the Treasurer at: [treasurer@dosspta.org](mailto:treasurer@dosspta.org).***

PTA Budget Line Item <i>(Committee or Project)</i>	New <i>(Y/N)</i>	Current Budget	QTY <i>(if applicable)</i>	Requested Amount <i>(Specify if an increase or decrease)</i>

Submitted by: \_\_\_\_\_ Position: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Additional Information/Notes:

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For PTA: Budget Committee Use Only

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Hold