

DOSS ELEM PTA - BUDGET AMENDMENT REQUEST FORM

INSTRUCTIONS

- Please review all line items - income and/or expenses - in association with your committee or project as shared with you by the Doss PTA Treasurer.
- If you want to request your budget be increased or decreased or need a new line item created, complete all fields in the table below.
 - If you are requesting your budget be decreased AND your income or expenses are being supplemented by another source, please complete the “Notes” section of this form with specific details.
- If you would like to provide more detailed information regarding your request, please complete the “Notes” section of this form.
- Reminder: You CANNOT be reimbursed for amounts that exceed your budgeted expenses.
- All October Budget Amendment Request Forms are due by Friday, September 30. **THERE ARE NO EXCEPTIONS.**
- All approved budget revisions will be voted on by the PTA general membership on Thursday, October 20.

Remit all forms to the PTA lock box or email to the Treasurer at: treasurer@dosspta.org.

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

Submitted by: _____ Committee/Grade Level: _____

Role: _____ Date: _____

Additional Information/Notes:

For PTA Budget Committee Use Only

_____ Approved

_____ Denied

_____ Hold