

**West University Elementary School PTO
Budget Request Form 2009-10**

Please return all Budget Request Forms to the "VP Budget" box or you may email your request to Linda Ryan, lpr4au@gmail.com. All budget requests must be submitted by February 28, 2010 in order to be considered.

NOTE: For "Total Amount Requested", vendor and item name/number, and copy of bid MUST be included in order for request to be considered. For requests over \$1000, two bids must be submitted.

Request date:

Requested by:

Phone/email address:

Total amount requested: \$

Describe plan for specific use of funds: (Please include best estimate of all supplies, goods, and services etc. to be purchased. Attach a schedule or use the back of this form if additional space is needed.)

Approved by (Executive Board Member):