

West University Elementary School PTO Budget Request Form

Please return all Budget Request Forms to the “VP Budget” box or you may e-mail your request to VP Budget & Finance (contact name and email listed on the PTO website under <http://westupto.org/pta-info/committees/>). In order to be considered, all budget requests must be submitted by the deadline on the PTO website.

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 to be purchased. Attach a schedule or use the back of this form if additional space is needed.)

Approved by (Executive Board Member): _____