



# FY 2021 Unbudgeted Funds Request

Use this form is to request **unbudgeted funds** from the PTA. Your request will be presented at the next General Meeting. It will get a yes or no vote, unless further information or consideration is requested by the PTA. **PTA funds must be used to benefit Sacajawea Elementary students' health, welfare, safety, or education and requests will be considered in light of those requirements.** Thank you! ☺

<i>Please return completed form to the PTA Drawer (school workroom) for Board review at least <b>two weeks</b> before the bi-monthly PTA General Meeting. Applicants are encouraged to attend the meeting and present their request in person.</i>	Forms Received By:	*Will Be Presented At:
	9/1/21 →	9/14/21 - 4 PM General Meeting
	10/26/21 →	11/9/21 - 4PM General Meeting
	1/25/22 →	2/8/22 - 4 PM General Meeting
	3/29/22 →	4/12/22 - 4 PM General Meeting
	5/24/22 →	6/7/22 - 4 PM General Meeting

Date: \_\_\_\_\_ Request Project/Program/Equipment Title: \_\_\_\_\_

Requester: \_\_\_\_\_ Contact Info: \_\_\_\_\_

**Description of Request:** (Attach any research you have done on cost and include enough detail about how the funds will be spent to ensure the board/members have sufficient information to reach a decision.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Request Budget:	Expense	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Tax and shipping (if applicable)	_____	\$ _____
TOTAL Requested:		\$ _____

**Please answer these questions:**

Has the school district been asked for funds first? Why or Why not? \_\_\_\_\_

Are any related PTA budgeted funds available? If so, explain why they are not available for this purpose? \_\_\_\_\_

Are any volunteers needed for this request? If so, how many? \_\_\_\_\_  
 Will this request result in any income? \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**IMPORTANT:** Once you have been approved & need PTA payment or reimbursement, you must completely fill out an Expense Report/Check Request & attach all receipts/invoices by June 15<sup>th</sup>.

\*Meeting Dates subject to change by PTA Board.

Questions? Contact PTA Treasurer Email: [sacpta@yahoo.com](mailto:sacpta@yahoo.com) Website: [sacpta.com](http://sacpta.com)

FOR PTA TREASURER USE ONLY: Date Form Received _____	
<input type="checkbox"/> Approved or <input type="checkbox"/> Denied – Reason: _____	Notified Requester – Date: _____