



HORACE MANN ELEMENTARY PTSA BUDGET REQUEST FORM

- This form is to be used for items that are not in the current school year's budget or for items that exceed the current approved budgeted amount.
- Submit completed forms to the President(s) or Treasurer(s).
- The Board of Directors will review all requests.

Name of person submitting request _____

Amount Requested \$ _____ Date Submitted _____

Note: Receipts(s) will be requested prior to disbursement of funds

Please check one:

- Classroom Expense School Club
 Scholarship Other
 PTSA Committee

Please explain why these funds are needed and how they will be used

For PTSA Committees and Clubs only – Will anyone else be contributing toward this request (i.e. corporate sponsors, fundraisers, parents)?

Signature _____

Please do not write below this line

Amount Approved \$ _____ Date Received _____

Comments _____

Signature(s) _____ Date _____

Signature(s) _____ Date _____