

Agenda Money Request

SWITZER ELEMENTARY PTO

CHOOSE ONE:

IMPORTANT: In order to be assured a spot on the agenda, this form should be turned in to the Treasurer's mailbox at least one week prior to a PTO Meeting. Requests turned in with less than one week's notice run the risk of being bumped to the next meeting date.

- Allocation *(repaid from event proceeds)*
 Expense *(no repayment)*

YOUR NAME:		PHONE: (____) _____
		EMAIL: _____
EVENT/COMMITTEE:	AMOUNT REQUESTED:	
	\$	
DATE SUBMITTED:	DATE NEEDED:	
REASON FOR FUNDS: (Please include a brief description of possible expenses)		
ANTICIPATED EVENT REVENUE: (if known or applicable)		\$

PLACED ON MEETING AGENDA:	DATE:
APPROVED BY: _____ PTO BOARD or _____ MEMBERS	DATE:

For Treasurer's Use Only: Category _____ Updated Budget _____