



**TUALATIN ELEMENTARY PTA BUDGET REQUEST**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

DESCRIPTION OF BUDGET REQUEST (i.e. Family Night, Art Lit, Library, etc)

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

TOTAL \$ AMOUNT REQUESTED \_\_\_\_\_

**BREAKDOWN OF EXPENSES (IF APPLICABLE)**

(i.e. Requesting \$100 for Fun Run, \$50 will be used for prizes, \$50 for ribbon)

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

WILL THE FUNDING BE USED FOR A FUNDRAISER? (Circle one) YES NO

**DESCRIBE THE SCOPE OF IMPACT OF THE BUDGET REQUEST**

(I.E. entire school, specific grade, etc)

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PROPOSED TIMING (I.E. event will be held in April) \_\_\_\_\_

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**INSTRUCTIONS:**

- \*Please use this form to request \$ from the PTA for non-budgeted items, events, etc.
- \*Email requests to tualatinpta@gmail.com
- \*All budget requests must be submitted to the Board for review at least 2 days prior to the PTA meeting.
- \*The board will review the request and determine if the information is complete and ready to be presented to membership at the next meeting.
- \*The requestor must attend the membership meeting to present the request and answer any questions.
- \*If the information is not complete, the board will ask the requestor to complete additional information before presenting the request to membership.
- \*You must be attend the PTA meeting to present request.