



Budget Increase Request Form

Date: _____

Name: _____

Email: _____

Committee Name: _____

Reason for Increase:

PTA Officer Use:

PTA Board Approved*: Yes ____ No ____

PTA President Signature: _____

PTA Treasurer Signature: _____

Date of PTA Meeting that increase request was voted on: _____

Adopted by quorum?* Yes ____ No ____

Copy of Meeting Minutes from PTA Meeting attached to this form?

Yes ____ No ____

Reason if No _____

*For quantities less than \$500, PTA Board approval required only

*For quantities of \$500 or more, quorum approval required

