

LAFAYETTE PTA BUDGET REQUEST FORM

Please use this form to submit a request for activities, programs, supplies, etc. that you would like Lafayette PTA to consider funding in the current school year. Budget Request Forms must be submitted annually, even if you received funds for the current school year. We can provide these funds through the generous support of Lafayette families, teachers and community! (Please drop in the PTA Mailbox or lafayettebudgetcommittee@gmail.com)

BUDGET REQUEST DESCRIPTION

BUDGET YEAR: _____ DATE _____

APPLICANT NAME: _____

APPLICANT EMAIL: _____

NAME OF ITEM/EVENT: _____

SHORT DESCRIPTION: _____

DESCRIBE HOW THE ITEM/EVENT WILL ENRICH ALL STUDENTS' EDUCATIONAL EXPERIENCE (USE THE BACK OF THIS FORM IF NECESSARY):

FULL OR PARTIAL FUNDS REQUEST

DATE FUNDS NEEDED: _____

TOTAL COST OF ITEM/EVENT: _____ AMOUNT REQUESTED: _____

IF THE AMOUNT REQUESTED IS LESS THAN THE TOTAL COST, HOW WILL THE REMAINING FUNDS BE SECURED?

PRINCIPAL REVIEW

DATE REVIEWED: _____ PRINCIPAL SIGNATURE: _____

Y N REQUEST REASONABLE? Y N FIT EDUCATIONAL GOALS?

Y N FINANCIAL NEED? Y N DISTRICT MONEY AVAILABLE?

COMMENTS: _____

PTA REVIEW

DATE REVIEWED: REVIEWER SIGNATURE:

PTA WILL PROVIDE THE FOLLOWING AMOUNT: \$ _____

PTA WILL NOT BE ABLE TO SUPPORT THIS REQUEST AT THIS TIME.

COMMENTS:

SENT TO REQUESTOR/DATE: _____