

Alki Elementary PTA Budget Request Form



Please use this form to submit a request for activities, programs, supplies, etc. that you would like Alki PTA to consider funding during the school year. Budget Request Forms must be submitted annually, even if you received funds for the current school year.

(Please drop in the PTA Mailbox or email treasurer@alkipta.com.)

Please submit by **MARCH 1st** for inclusion in the next school year's budget to coincide with budget committee timeline and the annual spring PTA budget vote.

We are able to provide these funds through the generous support of Alki families, teachers and community!

Budget Request Description

Date:	Applicant Name:	Applicant Email:
Name of Item/Event –include School Year:		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:
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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:
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PTA will provide the following amount: \$ _____

PTA will not be able to support this request at this time.

Comments:

Sent To Requestor/Date: _____