



2018-2019

# ALKI 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 in the 2018-2019 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 Alki families, teachers and community!

**(Please drop in the PTA Mailbox or email [president@alkipta.com](mailto:president@alkipta.com) by MONDAY, APR. 2ND)**

BUDGET REQUEST DESCRIPTION					
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:		
<input type="checkbox"/> PTA WILL PROVIDE THE FOLLOWING AMOUNT: \$ _____ <input type="checkbox"/> PTA WILL NOT BE ABLE TO SUPPORT THIS REQUEST AT THIS TIME.					
COMMENTS:					

SENT TO REQUESTOR/DATE: \_\_\_\_\_