

Purpose:

This form is used to request for funds **OUTSIDE** of the current approved budget for the fiscal year. Note: the BMDL-PTSA budget cycle begins in May prior to the next school year and is approved in September of the current school year. See "Budget Request" Form for expenditures within the budget cycle.

Requestor Name: _____

Requestor Email/Phone Number: _____

Activity/Project Title: _____

Is this a continuation of an existing program? Yes No

If equipment request, is this new or replacement equipment? New Replacement

Purpose: Please briefly state the objectives of your activity or purchase, why PTSA funds are needed and general timing.

Who will benefit: _____

Budget: Please include an itemized budget of expected costs and income. *(Attach additional pages as needed)*

Estimated cost: _____

Estimated income: _____

Please complete this form and leave in the PTSA Drop-Box, ATTN: BMDL-President. Any questions email president@bmdl-pts.org