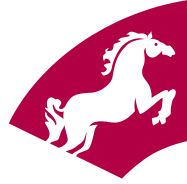


This form is to be used for items that are not in the current school year's budget or for items that exceed the current approved budgeted amount.

**PTSA
Horace Mann Elementary**

Date Submitted: _____



BUDGET REQUESTS

*Please Note: The Board of Directors will review all requests.
Submit completed forms to the President(s) or Treasurer(s)*

Name of person submitting request: _____

Please check one:

- Classroom Expense
- Scholarship
- PTSA Committee: _____
- School Club: _____
- Other: _____

Amount Requested: \$ _____

Please explain why these funds are needed and how they will be used:

For PTSA Committees and Clubs only – Will anyone else be contributing toward this request (i.e. corporate sponsors, fund-raisers, parents)?

Signature _____

Please do not write below this line

Amount Approved \$ _____ **Note: Receipts(s) will be requested prior to disbursement of funds**

Comments _____

Signature(s) _____ Date _____

Signature(s) _____ Date _____