

# Skyline Elementary PTO

## 2018-2019 Non-Budgeted Fund Request Form

This form shall be used to request funds not specifically allocated through the current PTO Budget.

- Step 1 - Complete the form below.  
 Step 2 - Obtain the Principal's approval for the expenditure.  
 Step 3 - Submit the form (with Principal's signature) to the PTO President.

Article XI: Allocation of Discretionary Funds, provides further details on the Skyline Elementary Fund Request Form: All monies not specifically allocated through the PTO budget must be requested in writing on a Fund Request Form provided by the PTO. All requests for discretionary funds will require approval from the Principal or other appropriate District administrator in accordance with the Elkhorn Public Schools Recommended Practices for Outside Groups or Organizations. After the appropriate approval is obtained, the Fund Request Form shall be submitted to the PTO President. Fund requests up to \$1,000 submitted to the PTO at least 10 days prior to the next scheduled membership meeting may be presented for approval at the next scheduled membership meeting. Fund requests exceeding \$1,000 submitted to the PTO at least 10 days prior to the next scheduled membership meeting may be proposed at the next scheduled membership meeting, and then presented for approval at the following month's scheduled membership meeting. At the membership meeting, the requested discretionary funds must be approved for spending by a majority vote of membership and PTO officers present. If circumstances require a spending decision to be made between scheduled meetings, funds up to \$500 can be approved by the majority vote of the PTO officers.

Today's Date:	
Dollar Amount Requested:	
Date of the Event:	
Person(s) Submitting the Request:	
Name of the Person Presenting at the PTO Meeting:	

Reason for Request:	

Additional Funds from Other Sources:	

Additional Notes and Comments	

Principal's Approval:	
Signature:	Date:

<i>PTO Use Only:</i>	
Note the date of the PTO meeting when the fund request was approved and attach a copy of the meeting minutes.	
Meeting Date:	

PTO Board Approval (< \$500):	
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:

