

ROWAYTON ELEMENTARY SCHOOL PTA
REQUEST FOR ADDITIONAL FUNDS ABOVE BUDGET

Please complete this form and scan and email to rowaytonptatreasurer@gmail.com

Note: Requests left in the school office will be picked up on Friday afternoons.
Email requests are greatly preferred.

Date: _____

Name: _____ **Signature:** _____

Email: _____ **Phone:** _____

Budget Line Item Reference: _____

*Please note that without this information, the request will not be processed. Please be as specific as possible.

Committee: _____

Program/Activity Funds Requests For: _____

Additional Amount Requested: \$ _____

Reason for Request: _____

* No officer, member, committee or committee chair is authorized to spend funds that have not been approved by the Board of Directors and have not received written authorization to proceed from the Treasurer.

**A check request form is required in addition to this form once a budget amendment is approved.

For Bookkeeping/ Treasurer Use:

Date Request Approved: _____

Signature/Date _____