

SAINT TIMOTHY CATHOLIC SCHOOL PTO



CONTACT INFORMATION

All Budget Request Forms must be completed and submitted to the PTO Executive Board for approval at least 2 weeks (14 days) in advance of when funds are needed.

Every effort should be made to research the actual cost of each item prior to submitting the budget request.

After budget requests have been submitted, the Treasurer will contact you once the request has been reviewed.

Forms can be turned into the PTO mailbox in the school office, mailed to the school, or given directly to the PTO.

Name _____ Date ____/____/____

Email _____ Phone _____

Please write a brief summary of your proposal.

FOR PTO USE ONLY

1. Which grade or class will benefit from this grant? _____

2. Where and when will this activity/event take place? _____

Please itemize, explain, and total your budget requests. Itemization is required.

Item	Purpose of Expenditure	Amount
Total:		

Total Approved: \$ _____

Executive Board Approved

Principal/Pastor Approved

Total Requested: \$ _____