

# Budget Increase Request Form

Please complete the form **20 days prior to a PTA Executive Board meeting or the request must wait until the following month.** *A copy of the request should be submitted to both the Treasurer and the President.*

Submitted By: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Original Approved Budget Amount: \_\_\_\_\_

Amount of Increase Requested: \_\_\_\_\_

## Detail of Expense to Date

*Please explain below or attach information to this request*

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Treasurer use only:

Approved by Executive Board    Yes    No    Date of Approval/Denial \_\_\_\_\_

PTA President Signature \_\_\_\_\_