



Wellington PTA Budget Increase Request Form

Procedures:

1. Please complete the form 5 days prior to a PTA Board of Directors Meeting or General Membership Meeting or the request must wait until the following month.
2. A copy of the request should be submitted to both the Treasurer and the President.

Submitted By: _____ Date: _____

Committee Name: _____

Committee Chair: _____

Phone: _____ Email: _____

Original Approved Budget Amount: _____

Additional Amount Requested: _____

Detailed Reason for Increase in Budget and Expenses to Date:

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TO BE COMPLETED BY TREASURER:

Approved by Board of Directors/General Membership: Yes No Date: _____

PTA President Signature: _____