

# CMES PTO Budget Request Form

## Instructions for requesting funds

- All requests must be submitted by April 30th.
- All requests must be in writing.
- Each request requires a separate form.
- Form must be filled in completely.
- Attach all documentation and additional information to completed form.
- Place completed form in PTO Treasurer's Mailbox located in Main Office.
- You will be notified by email about your request when the budget has been approved.
- E-mail questions to CMESPTOtreasurer@gmail.com.

Requestor's Name: \_\_\_\_\_

Activity/Club: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount of Request: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Request:

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PTO Executive Board Use Only

Approved: Yes or No      Date: \_\_\_\_\_      Approved Amount: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_