



Pottsgrove Music League PTA

1345 Kauffman Road, Pottstown, PA 19464

PottsgroveMusic@gmail.com

BUDGET REQUEST FORM

(Use this form to request funds be added to the PMLPTA budget for a new program, fundraiser or project. Use a separate form for each program for which you are applying. Return the completed form to the Budget Chairperson)

1. Name of Program, Event or Activity: _____
2. Is this budget request for a new or existing PMLPTA sponsored program? _____
3. Briefly describe the purpose of this program:

4. List a program coordinator and other contact person(s) for this program. **You must include a program coordinator for this program to be considered!**

Role	First & Last Name	Phone #	Email
Program Coordinator			

5. Please describe the types of program expenses and estimated total program cost for the year:

Expense Type	Expense Description	Cost
	TOTAL ESTIMATED COST OF PROGRAM YEAR:	

6. Please outline any funding sources (other than the PTA) that you expect to receive for your program (if none, leave blank)

7. Total Funding amount requested for the PML PTA for the 2015/2016 school year (less any funding you noted in Question 6):

\$ _____

8. Please add any comments or additional information here (you may also use back of this page and/or staple any pertinent information to this form:

9. AUTHORIZATIONS:

Printed Name & Signature of Person Requesting:

Printed Name & Signature of PMLPTA Officer after approval by general membership vote:

OFFICIAL USE ONLY:

Approval Date: _____ Amount Approved: \$_____

Group: _____ Category: _____