



Request Form – Special Appropriations

Parent Teacher Organization

Instructions:

1. Read the procedure on Special Appropriations before completing this request. Requests are accepted only three times a school year in October, January, and March.
2. Complete the form in entirety except in areas labeled "PTO Use Only".
3. The form can be e-filed or manually completed.
4. Forward your request via e-mail or in an envelope addressed to "Special Appropriations" 2nd Vice President, PTO. Mail boxes are in the front administrative office.

Member submitting Request:

Name/Position:

Telephone:

Address:

For PTO Use Only:

Request #:	
Appropriation Period: <small>Fall, Winter or Spring Budget Year</small>	
Date Received:	
Title of Request:	
Amount Requested:	
Finance Committee Recommendations:	
Board Action:	
Date of Board Meeting:	
Approved:	
Amount Approved:	
Declined:	
Other:	
Notification sent to parties:	

Description of Product or Service Requested:

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Further Explanation:

I. Describe how this expenditure will enhance the educational experience of AGS students. Please address the grades and number of classrooms that will benefit from this expenditure, how it will be used, and who will use it.

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II. Provide a detailed estimate of the cost of the request. When providing this estimate, have you compared prices; considered renting, discount retailers, donations, purchasing used, loans, etc? Your estimate needs to also include the cost of shipping and handling and all other miscellaneous expenses. (Note: You must obtain the tax-exempt I.D. number from the PTO Treasurer to be used at the time of purchase. Expenses paid for taxes are not reimbursable).

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III. Provide an estimate of the annual recurring cost of this project. Recurring costs would include maintenance contracts, supplies, special training, replacement parts, etc.

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IV. Explain the intended time considerations in making this expenditure. (Note: This will be considered by the Finance Committee when reviewing your request).

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