

DOSS ELEM PTA - BUDGET AMENDMENT REQUEST FORM

INSTRUCTIONS

- Please review all line items - income and/or expenses - in association with your committee or project as shared with you by the Doss PTA Treasurer.
- If you want to request your budget be increased or decreased or need a new line item created, complete all fields in the table below.
 - If you are requesting your budget be decreased AND your income or expenses are being supplemented by another source, please complete the “Notes” section of this form with specific details.
- If you would like to provide more detailed information regarding your request, please complete the “Notes” section of this form.
- Reminder: You **CANNOT** be reimbursed for amounts that exceed your budgeted expenses.
- All October Budget Amendment Request Forms are due by **September 28th. THERE ARE NO EXCEPTIONS.**
- All approved budget revisions will be voted on by the PTA general membership in October.

Remit all forms to the PTA lock box or email to the Treasurer at: treasurer@dosspta.org.

New Line Item? (Y/N)	PTA Budget Line Item (Committee or Project)	Current Budget	Increase or Decrease?	Requested Amount

Submitted by: _____

Committee/Grade Level: _____

Role: _____

Date: _____

_____ Approved

_____ Denied

_____ Hold