



**PARK ROAD ELEMENTARY BUDGET REQUEST FORM**

Please email completed requests to:

[prefinance@pittsfordptsa.net](mailto:prefinance@pittsfordptsa.net) & [pre@pittsfordptsa.net](mailto:pre@pittsfordptsa.net)

Submitted By:		Phone:	
Committee:		Email:	
Date Submitted:		Funding Requested:	

**PURPOSE:** Please briefly state the objectives of your activity or purchase and why PTSA funds are needed:

**EXPENDITURES:** Please provide descriptions of the proposed expenditures:

<b>Category:</b>	<b>Description:</b>	<b>Amount:</b>
<i>Supplies:</i>		
<i>Food:</i>		
<i>Other:</i>		
<b>Total Estimated Expenses:</b>		

**Will there be any other contributions towards this request? Parents/Enrollment Fees to cover Expenses?**

Signature: \_\_\_\_\_

*Please DO NOT write below this line*

---

Amount Approved \$ \_\_\_\_\_ Date Approved \_\_\_\_\_

Comments: \_\_\_\_\_

Building Chair Signature \_\_\_\_\_

Building Finance Signature \_\_\_\_\_