



## JG PTO Budget Request Form Teachers/Staff/Parents 2020 Fall Budget Process

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Thank you for submitting a budget request. Completed budget should be sent via email to PTO Treasurer, Mary Margaret Burrows, at [mmscarbrough@gmail.com](mailto:mmscarbrough@gmail.com) with the email subject line of "JG Budget Request – Fall 2020". Please feel free to direct any questions to Mary Margaret as well.

Anyone submitting a request must be in attendance at the finance committee meeting to present the request and answer any questions. If the person cannot be in attendance, they may find a substitute to present the request on their behalf.

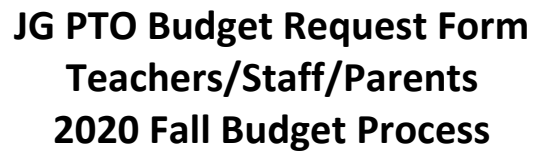
The following should be submitted as part of each budget request:

- **Explanation** of how the request will be utilized, the grades benefited, a description of how JG students will benefit from the request/how it fits in with the mission of the PTO, and if it will become recurring.
- **\*Documentation of the complete cost, quote, or original contract from the vendor.** This includes a finalized quote for all costs should the budget request contain multiple expenses, including shipping, installation, etc. Travel requests should include an itemized list of travel, hotel estimates, meals, transportation, etc. Please see the PTO Guidelines for Travel for complete information. Effective May 2017, any expense that exceeds a pre-approved budget will require an additional approval before the expense is considered for payment/ reimbursement.

\*Thank you in advance for including each of these details with your budget request submission. Including a comprehensive description of the benefits associated with the budget request and the full cost of the request allows for a greater understanding and discussion of the request, and promotes greater efficiency of our budget request process. Please note that requests submitted without these requirements may be returned to the individual submitting the request prior to the Finance Committee Meeting or Executive Board vote.

### **Important Dates:**

- Thursday, December 3 at 5:30 pm - Deadline for Fall Budget Requests to be submitted to the PTO Treasurer
- Tuesday, December 9 at 5:30 pm - Finance Committee **Virtual** Meeting #1 – Requests are presented & discussed
- Tuesday, December 15 at 5:30 pm - Finance Committee **Virtual** Meeting #2 – Voting



How will request be utilized? What grades will benefit and how will JG students benefit from request? How does the request fit with the mission of the PTO? Will request become recurring?

