



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

---

Thank you in advance for submitting a budget request. Please direct any questions to PTO President, Beth Yother, at [byother83@gmail.com](mailto:byother83@gmail.com) or 678.640.1065.

### Budget Request Checklist:

- 1) Completed budget forms with vendor quotes are no later than **Monday, 4/6/2020 at 4 pm.**
- 2) Completed forms must be accompanied by a vendor quote. Quotes must include **documentation of the complete cost, AND original contract from the vendor if applicable.** This includes a finalized quote for all costs should the budget request contain multiple expenses, including shipping, installation, etc. Travel requests should also include an itemized list of travel, hotel estimates, meals, transportation, etc. Also, a reminder that tax should be EXCLUDED from all quotes.  
Effective May 2017, any expense that exceeds a pre-approved budget will require an additional approval before the expense is considered for payment/ reimbursement.
- 3) The above documents should be emailed to [byother83@gmail.com](mailto:byother83@gmail.com). Please name your files as follows as we will now be accessing all budget file information electronically during our finance committee meetings.

#### File Naming Guidance:

- BudgetRequest\_LastNameofRequestor\_Name of Item) – *ex: BudgetRequest\_Yother\_PortableSpeaker*
- VendorQuote\_LastNameofRequestor\_Name of item) – *ex: VendorQuote\_Yother\_PortableSpeaker*

#### Email subject line should read:

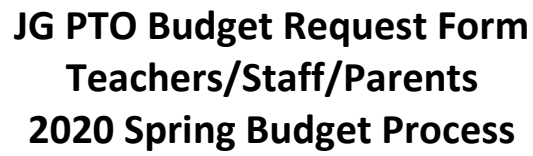
- "JG 2020 Spring Budget Request – Last Name of Requestor, Name of Item)" –  
*ex: JG 2020 Spring Budget Request – Yother, Portable Speaker*

- 4) As a reminder, requestors must be in attendance at the finance committee meeting on **Tuesday, April 14<sup>th</sup>** to present and answer any questions. If you are unable to be in attendance, you may find a substitute to present the request on your behalf.

### Timeline for the 2020 Spring Budget Process:

Monday, April 6 at 4 pm (change from 4/2)	Budget Requests Due
Tuesday, April 14 at 5:30 pm	Finance Committee Meeting #1 (presentation/discussion):
Tuesday, April 28 at 5:30 pm	Finance Committee Meeting #2 (discussion & vote):

---



- 1) What grades will benefit from the request? \_\_\_\_\_
- 2) Will the request become recurring? \_\_\_\_\_
- 3) How will students benefit from the request (what are specifics around how the request will be utilized)? \_\_\_\_\_

