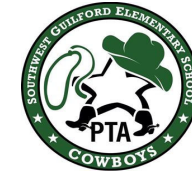


SWE PTA
Budget Request and Planning Form



Date: _____ Program/Committee Name _____

Please complete the form below to request the money to be allocated to your program for this school year. This information will be used to develop the organizational budget. The PTA Board will meet to review these requests. Please complete one form per Committee/Program. If you do not have any expenses for a particular category, leave that line blank.

Program Purpose (How will this benefit student learning). Please include a brief description of the program and the # of students you expect to directly impact.

	Dollar Amount Requested	Details
II. Administrative Overhead & Office Expenses		
Office Supplies		
Printing & Copying*		
Postage		
III. Program Expenses		
1		
2		
3		
4		
5		
6		
Total		

*If you need to use outside print services.

If you need help completing this form, please email us at: Info@swespta.org

If you need more space, please attach an additional sheet.