

# Edison Elementary PTA

## Budget Request Form

**Instructions:** Please return this completed form to the PTA mailbox.

|   |  |
|---|--|
| Name:   |  |
| Grades / Class Impacted:  |  |
| Amount Requested:   |  |
| Detailed description of how the funds will be used and how your project will benefit the Edison Elementary community.<br><br>(Attach additional pages if necessary) |  |
| List other sources of funding you will use to execute your project. (Grants, fundraising, etc.)   |  |

**Important:**

- Budget requests can be submitted by any teacher, parent, or staff member who is a member of the Edison Elementary PTA.
- You will be invited to speak about your project (2-3 minutes) and answer questions during an upcoming PTA meeting.
- Be as specific as possible. Please attach a breakdown of expected expenses.
- If your project is approved, all receipts must be submitted to the PTA within 45 days of the date of purchase for reimbursement. Failure to retain receipts or submit items before the due date may prevent you from receiving your reimbursement.
- Please email [info@edison-pta.org](mailto:info@edison-pta.org) with any questions.