

Westminster P.T.O. Request for Funds Policy/Procedures

When requesting funds for a Westminster PTO committee or a program or event that requires funds, please review the following procedures.

Please devise a budget for your program or event. Include:

- All expected costs associated with your request (actual and/or estimated)
- Your anticipated revenue (if appropriate)
- As much description of the program/event as you can
- The amount that you are requesting
- Important dates (either event dates or need by dates)
- Contact names, phone numbers, email for the committee/project/program
- Other pertinent information about the request, your committee, or the program

By meeting with you group/committee and devising a budget based on plans predicted, all bases will be more clearly covered.

Budget requests must be made to the Executive Board of the Westminster PTO in writing at least 2 weeks prior to the desired PTO meeting with the specific allocations for the requested funds outlined. There are mailboxes for the Westminster PTO located in the WES and MHS offices. Requests can be placed in either mailbox or given directly to a PTO Board member. Contact the PTO Secretary to be placed on the upcoming agenda. You will need to give a short presentation of your request at the meeting, answer any questions, etc.

If there is any information we can help you with in formulating your proposed budget, please contact Amy Hatzopoulos, 874-0161, amyconrad@rcn.com or any PTO Board member.

Once you have funds/a budget approved:

1. Use the green form titled "*Payment/Deposit/Advance/Reimbursement Request Form*" available in the PTO mailboxes in either MHS/WES offices, or on-line at our website www.westminsterpto.org click PTO forms to print.
2. Fill out the form in its entirety, attach any contracts, invoices, bills, receipts, etc. to the form and submit it either by hand or to the folder marked **Amy Hatzopoulos, PTO Treasurer** in the mailbox at either school.
3. Place a call to Amy if your request is time critical. The box is checked almost daily but not always.
4. Make sure to indicate on the request form what to do with your processed check.
5. Sample budgets are included below. Use a format that works best for your request.