

# **ADAMS PARENT-TEACHER ORGANIZATION FUNDING REQUEST FORM**

Directions: This form is to be used to submit requests for funding that will be presented at the Fall or Spring APT general meeting and voted on by the general membership present. Please submit the request two weeks in advance of the meeting (the meetings are the last Tuesday in October and in May) to the APT Chair.

**Fall / Spring** (circle one)

**Year** \_\_\_\_\_

**Individual/Group requesting funds:** \_\_\_\_\_

**Total amount Requested\*\*:** \_\_\_\_\_

**Reason for the request** (include age group/grade this will benefit, # of children expected to benefit, ongoing usefulness of project, etc.):

## **Itemized Budget:**

\*\*If the total amount changes for any reason, you must submit an addendum to this request. The APT Executive Board must approve it before any bills will be paid over and above the original amount.

For Officer's Use Only:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Comments: