

## Surplus Fund Request

1. Please complete the below request and submit directly to the Principal for staff members or for PTA members to your PTA President via email or PTA box located in the staff workroom by the first day of the month to review.
2. Each request will be reviewed by the Withers PTA Executive Committee at their monthly business meeting. Approval requires a 2/3 majority vote of the Executive Board. In the event of a time sensitive request, an emergency vote may be called per Withers PTA bylaws.
3. Notification of request status will be provided within three days following Executive Committee vote.

Date:	
Submitted by:	
Principal Approval (staff only):	x _____
Description of Item(s) Requested: <i>*Please attach additional information or quotes as necessary</i>	
Dollar Amount Requested: <i>*Please include all costs, including shipping</i>	\$ _____
Grade Levels Affected:	
Number of Students Affected:	
Are volunteers required? If so, describe Volunteer Plan:	
Detail Timeline to Fulfill Request:	