

Magnolia PTM Parents & Teachers Spending Request Form

Requested by _____ Date _____

- ☐ Please consider the following request as a one-time request
- ☐ Please consider adding this expense to the annual budget

Spending requests will be reviewed at the next regularly scheduled PTM meeting.

1. Description of Item/Program being requested:

2. Estimated Cost: \$ _____

3. Will this project require PTM volunteers? Yes or No If Yes, why?

4. Please describe how this will benefit the Magnolia students/staff.

NOTE: For requests over \$500 we will require a competitive bid, if possible. All submissions to the PTM must first be signed off by the school Principal.

School Principal Approval

PTM President "Board Voted" Approval

If declined by Principal or PTM Board, reasoning: