

## **Sunnyvale Middle School PTSA**

### **• Procedures for Funding from PTSA Sources •**

If your request falls under any of the PTSA budget line items, contact the Chairperson for that budget area. If the chairperson agrees to fund your request from the budget line item, you should:

1. Complete a Check Request Form .
2. If you have already purchased the item, attach receipts. The check will be written in your name. OR Attach an invoice to the request showing the total amount the check should be written for - including tax, shipping and handling charges. The check will be written to the vendor.
3. Place the check request in the PTSA "bucket" at the mail slots.

This request will not need to wait for the monthly Budget Committee and PTSA meetings for approval.

If your request does not fall under any of the PTSA budget line items, or the line item is assigned to the Budget Committee, or the Chairperson denies your request to fund it from their budget line item, you should:

1. Complete a Budget Request Form, including tax, shipping and handling charges. Have as much information included as possible regarding the item.
2. Leave the form in the PTSA Budget mailbox.
3. Attend the PTSA Budget Committee meeting if you would like. Otherwise, after the Budget Committee and PTSA General Meeting, you will be informed whether the request was approved (If for some reason the request is not approved, the Budget Committee Chair will discuss this in person).
4. If request is approved purchase the requested item and then complete a Check Request Form. Attach receipts (check will be written in your name) or attach an invoice with the exact amount - including tax, shipping and handling charges. The check will then be written to the vendor.
5. Place the check request in the PTSA mail slot in workroom.

### ***Teacher Grants***

1. All purchases that are to be funded from the Teacher Grants will go through the PTSA Treasurer.
2. Non-perishable items bought with these funds, i.e. books and videos, please stamp with a "Sunnyvale Middle School" stamp.