PAWS
Parents at Woodland Hills Private School

2017-2018 PAWS Budget Request Form

Instructions:

Each budget request must include the following:

- Documentation of the cost (attach additional information if needed)
- Detailed justification of the expense

The person submitting the request must be in attendance at the PAWS meeting, following the request, to present the request and answer questions. If the person cannot be in attendance, they may find a substitute to present the request on their behalf.

Place completed forms in the PAWS Reimbursement Request Envelope in the library or send via email to treasurer@whpspaws.com.

Submitted by: _____ **Email:** _____

Current Approved Budget: _____

Amount Requested: _____ **Request:** ☐ **Approved** ☐ **Declined**

Board Approval Required: Yes/No

Description & Justification: ☐ **Approved by Board**

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By: _____ _____Treasurer_____ _____

Name/Signature Title Date

By: _____ _____ _____

Name/Signature Officer Title Date