

Whittier International Elementary School PTA

Operating Rules—Requesting Funds

A. Definition

A request for PTA funds can be submitted to fund items that are approved as part of the PTA’s annual budget (e.g., classroom supplies/equipment, field trips, event expenses, fundraising expenses). Budgeted items are shown on the annual budget, posted to the [PTA Budget page](#) in the PTA section on the Whittier School website. Items not approved as part of the PTA’s annual budget may also be considered if there is an urgent or critical need that cannot wait until the next school year.

IMPORTANT NOTE

- The Request for Funds process should be used regardless of past history of PTA paying for an item or whether or not the item was part of the standard budget in past years. Please do not assume the PTA will provide a reimbursement before the request is reviewed and approved.

B. Approval

Funding requests for items included in the approved budget:

- All requests must relate to an approved budget line item in Expenses or Income
- Under \$200—Approval by Treasurer
- \$200 or Over—Approval by majority of the Executive Committee members

Funding requests for items not included in the approved budget:

- Under \$1000—Approval by majority of the Executive Committee members
- \$1000 or Over—Approval by majority of members at a regular monthly PTA meeting where a quorum is in attendance (7 members for quorum, Article X, Section 4 of PTA Bylaws)

The following questions and standards must be used to review all requests:

- Is there currently enough money to fund the request?
- Is it an efficient use of funds (e.g. involves more than one classroom, has longevity, etc.)?
- Does the request meet the standards below?
 - 1) Benefits a significant percentage of children
 - 2) Has an academic or IB focus, or builds community
 - 3) Is not normally or typically meant to be funded by the District (e.g., text books or other items unavailable due to District funding shortages)

C. Eligibility

Teachers, staff, PTA members and volunteers may request funds from the PTA, including:

- Classroom teachers
- Specialist teachers
- Administrative and office staff (e.g. principal, assistant principal, secretary, social worker, nurse, health assistant)
- Chairs and volunteers for events and programs

D. Limits

Each eligible person may make up to three requests per school year. There is not currently a limit on the amount that may be requested; however, there is no guarantee that the requested amount will be available.

E. Request process

Submit your request by doing one of the following:

- Use the online [Funding Request Form](#) found in the PTA section of the Whittier website
- Email whittier.pta.mpls@gmail.com with the following information:
 - 1) Date needed
 - 2) Requestor's contact information
 - 3) Description of the request
 - 4) Number of classrooms to benefit
 - 5) Amount requested

The PTA Treasurer will make best efforts to inform you if your request is approved within the following timeframe:

- Under \$200 – within five business days
- \$200 or over – within 3 business days after the regularly scheduled Executive Council meeting or PTA meeting.

IMPORTANT NOTES

- If your request requires a vote at the next scheduled PTA meeting, then a member of the PTA Executive Council will inform you—please plan to attend the meeting at which the PTA will vote on your request so you can provide additional information if needed.
- For urgent requests, PTA will make best efforts to review them within the needed timeline, but you should normally allow at least two weeks for requests \$200 or over and requests outside the approved budget.

F. Funding process

Funding will be made available by reimbursement or invoice only. Forms necessary for your funding requests can be found on the [PTA Financials page](#) in the PTA section of the Whittier School website. If you cannot find the appropriate form, email a request to whittier.pta.mpls@gmail.com.

- Reimbursement:
 - 1) Pay for the item and save the receipt(s)—sales tax will not be reimbursed; please use the PTA's [Tax-Exempt Form](#)
 - 2) Submit the original receipt(s) to the PTA Treasurer—use the [Reimbursement Request Form](#) (requests will not be processed unless the original receipt and the reimbursement request form are included)
 - 3) PTA Treasurer will typically issue you a check within 10 business days
- Invoice:
 - 1) Request an invoice for your item(s)
 - 2) Submit the invoice to the PTA Treasurer—include a copy of your [Funding Request Form](#) and funding approval email
 - 3) PTA Treasurer pays the invoice directly and provides you with a copy of the payment for your records