

Los Angeles Unified School District
Paul Revere Charter/LEARN Middle School
 Technology, Science and Mathematics Magnet

BUDGET PROPOSAL FOR CATEGORICAL &/OR PTSA/P.R.I.D.E. FUNDING

Date: _____

Department: _____ **Name:** _____

INSTRUCTIONS:

1. Discuss your proposal with your Department Chair and/or Department. Proposals should be made for items/services that are "above and beyond" your initial Department allocations.
2. Attach your typed Budget Proposal. Prepare your proposal using the format outlined below.
3. Attach price quotes including vendor name(s), contact, phone number, and fax number
4. Obtain Department Chair and Administrator signatures.
5. Make a copy for your records.
6. Provide a copy of the Budget Proposal for **the Principal** or designee at least **one week prior** to the next Budget Meeting. Budget Meetings are the last Tuesdays of each month.

Budget Proposals must include the following:

- Summary:** (Describe the purpose for your request)
- Educational Objectives/Content Standard(s):** (Include a discussion of the educational impact and your plan for implementation)
- Budget:** (Provide an itemized list of materials including cost estimates)
- Future:** (Will future funding be needed? If so, how much and how long?)

Signatures required prior to submitting proposal:

Department Chair Approval: _____ Department Admin Approval: _____

FOR OFFICE USE ONLY		
BUDGET COMMITTEE	<input type="checkbox"/> <i>Approved & Date:</i> <input type="checkbox"/> <i>Proposal Denied:</i> <i>Reason for Denial:</i>	<i>Signature:</i>
Suggestions from Budget Committee:		FUNDING SOURCE:
		<i>Other Notes:</i>
CHARTER COUNCIL	<input type="checkbox"/> <i>Approved & Date:</i> <input type="checkbox"/> <i>Proposal Denied:</i> <i>Reason for Denial:</i>	<i>Signature:</i>