



PARENT ADVISORY COUNCIL

Funds Request Guidelines

Funds Request Process

1. All committees or people requesting funds must fill in the Funds Request form and present it at the earliest Our School Meeting (OSM).
2. The Treasurer will verify that the funds are available.
3. If the funds are deemed available, the CTS PAC members will then vote for approval.
4. Once approved, the committee head and the CTS PAC Co-Chairs/President will sign off on the funds.

If, further down the road, a committee feels they have not applied for enough funds, then a new Funds Request form must be completed and voted on at the earliest OSM.

Excess funds need to be applied for and approved PRIOR to a committee spending it, as it may not be covered otherwise.

In the case where the approval of funds is needed before the next OSM (ie: the Event is scheduled to take place before the next OSM), the Funds Request form can be presented to and voted on by the CTS BOD.

All receipts/invoices are to be presented to the CTS PAC Treasurer with in 2 weeks of the fundraiser concluding. Upon receipt of the receipts/invoices, the reimbursement will be issued with in 2 weeks. Reimbursement of any receipts presented after the 2 weeks deadline will be at the discretion of the CTS PAC BOD.

