



# Bay Laurel PFA Event Budget Estimate

*Please return this completed and signed form to Treasurer one month prior to your event.  
Only items listed on this Budget Estimate will be reimbursed.*

<b>Date of Event:</b>	
<b>Name of Event:</b>	
<b>Chairperson(s)/ Committee Names:</b>	
<b>Chairperson/ Committee Contact Info:</b>	
<b>Event Budget Provided by Treasurer: \$</b>	

## Estimated Expense Breakdown

*\*Include any CUSTODIAL FEES, LVUSD Room Rental Fees, and include any donated items with estimated cost marked by an asterisk. All reimbursement requests must be submitted within 14 days after an event.*

Item #	Description of Item	Estimated Cost	Prior Year's Cost
1			
2			
3			
4			
5			
6			
7			
8			
	<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

**TOTAL ESTIMATED EXPENSES: \$ \_\_\_\_\_** (\*Amount must be within the approved budget)

\*Please review each item. If you approve the entire budget above, sign and date below.

PFA board member overseeing the event chairs should sign. If PFA Board member has to chair the event, another board member must sign.

**PFA BOARD MEMBER APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Contact [dolphintreasurer@gmail.com](mailto:dolphintreasurer@gmail.com) with questions.