



## Special Spending Request 2020-2021

Please submit this completed Spending Request form 7 days prior to GWPO Monthly Meeting (scheduled the first Tuesday of each month). Include any additional information that helps describe and support your request (flyers, pictures, etc.). Electronically submit to [GWPOScappoose@gmail.com](mailto:GWPOScappoose@gmail.com). All requests will be reviewed and voted upon at our monthly meeting and our decision will be conveyed as soon as possible, via email thereafter from the GWPO Board.

Staff Member/ Volunteer Submitting Request: \_\_\_\_\_  
Grade/ GW Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Who will benefit from this spending (be as specific as possible- include estimated amount of students and their grade levels who will use or benefit):

Please describe your spending request (please attach any other supporting information):

Please describe your rationale/reason for why this request is needed:

Please include ALL expenses that can be expected:

Item / Event Total Cost: \_\_\_\_\_

Shipping / Handling: \_\_\_\_\_

Bussing Cost/ Admin fees: \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

If you have any questions please contact GWPO: [GWPOScappoose@gmail.com](mailto:GWPOScappoose@gmail.com)

*Note: A Spending Request Adjustment form MUST be filled out when there is ANY change to the original approved budget request. including increased costs due to tickets needed, bussing, shipping, etc.*

### GWPO ONLY:

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_ **Final Amount approved: \$** \_\_\_\_\_

**Notes:** \_\_\_\_\_