To: All Teachers, Departments, and Groups
Date: May 2011
From: Shorecliffs Foundation

Each year over the summer, we each create a budget that is used as a guideline for the upcoming school year. The more information we gather now, the more complete our budget will be next year.

We are asking teachers, departments, and/or groups to complete this form and return it to our mailbox in the staff room **by the end of May.** Please include both items that we paid for this year that you would like to do again next year, and completely new items.

Why bother to turn this in? Because items already approved in the budget (in September) DO NOT need to be requested next year – you'll just turn in the receipt/invoice and it will be paid automatically (dependent on meeting our fundraising goals). Make it easy on yourself next year!

Check out our new simplified forms on our website: **www.ShorecliffsFoundation.org**
Please contact Christy Sherrell (SMSEF Treasurer) 366-8467 or thesherrells@cox.net if you have any questions.

Thanks!

Name of Requestor:_____Contact Info:_____

On behalf of (myself, department, or group)_____

General Description	Quantity	Dollar Amount (if known)

Feel free to use the back if you want to include even more details