

**2015-2016**  
**Melissa Independent School District**  
**Special Funding Request Form**

Campus / Department:

Special Funding Requests are activities that cannot be funded within the constraints of a campus or department's regular budget allocation. Each Special Funding Request should be listed on a separate form. Describe the request in adequate detail and include specific account codes for budgeting purposes.

**I. Special Funding Request – Description:**

One Line Description:

Detailed Description :

**II. Special Funding Request – Budget Coding:**

<u>Category</u>	<u>Budget Account Code(s)</u>	<u>Amount</u>
Personnel Costs	_____	\$ _____
Contracted Services	_____	\$ _____
Supplies & Materials	_____	\$ _____
Other Expenses	_____	\$ _____
Capital Outlay Expense	_____	\$ _____
	Grand Total Request	\$ _____

**III. Approvals:**

Submitted By: \_\_\_\_\_  
Budget Manager \_\_\_\_\_  
Date

Approved By: \_\_\_\_\_  
Superintendent \_\_\_\_\_  
Date