

allocation request



Please note: In accordance with the HKIS PFO Constitution, PFO Members (which includes Parents and Faculty) are prohibited from earning a profit from PFO funds.

Date: _____ Total Amount: _____

Requested: _____

Faculty Contact(s) (*name, title/role, email*)

Project/Event Description (*include all applicable dates*)

(please use other side or attach document(s) as needed)

allocation request



Student Learning Results (SLR) Supported

Academic Excellence

Spirituality

Character Development

Contributing to Society

Self-Motivated Learning

Chinese Culture

Budget Breakdown *(feel free to attach supporting documents)*

Cost	Item/Service/Etc.

allocation request



Signatures/Approvals	
Faculty Contact:	
PFO Division Parent Representative:	
Division Principal:	

By signing and agreeing to accept funds from the HKIS Parent Faculty Organization, the project/event shall recognize the PFO in an appropriate manner(s) to be agreed upon in conjunction with the PFO Board.

For Office Use	
Voted on Date:	
Approved / Disapproved:	
Disapproved Reason:	
Notes/Next Steps:	

9/2014