



## HKIS Parent Faculty Organization - Divisional Allocation Request Form

**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:**

**Division/Group:**

**Faculty Contact(s):** *(name, department/role, email)*


**Project/Event Description** *(include all applicable dates, deadlines, timelines, special arrangements)*

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

**Impact on Student Learning Results (SLR) Supported**

<i>Academic Excellence</i>
<i>Spirituality</i>
<i>Character Development</i>
<i>Contributing to Society</i>
<i>Self-Motivated Learning</i>
<i>Chinese Culture</i>



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**Project Budget Breakdown** (attach supporting documents e.g. invoices, quotations etc.)

Cost/Charge	Item/Service/Speaker Cost/ Transport Cost, Etc.

**Signatures/Approvals** (For multi-divisional projects, representatives of both Divisions must sign at each level)

Faculty Contact(s):	
Division Principal(s):	
PFO Division Parent Representative(s):	

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

**Acknowledgement**

Above Allocation Request has been viewed and commented.

Head of School/ Assoc Head of School	(Name and Signature)
Comments	



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For PFO Office Use - PFO Treasurer

PFO Board Vote (Board Meeting Date):	
Approved (In full/partial/with comments) / Disapproved (Reason) :	
Division Principal/Faculty notified (date/by whom) :	
PFO Treasurer: original approved paperwork received (date/from whom):	
Payment Details (date, check/ transfer details):	
Payment delivery details (PFO Divisional Representative / vendor (date)	

11/2018

### **Document History:**

Created October 2014

Updated September 2015

Reviewed & Updated November 2018 & February 2019

Adopted by PFO Board March 2019