



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