

REQUEST FOR: SCHOOL IMPROVEMENT FUNDS

School _____

Date _____

DESCRIPTION OF REQUEST: _____

BREAKDOWN OF COSTS (check applicable section(s) only; attach relevant back-up):

Amount

() Employee stipends (attach **time sheet** with employee names and amounts; separate time sheet for certified and non-certified employees)

\$ _____

() Substitutes needed (attach completed **Out of Building Request Form** and **Reason For Out of Building Request** form)

\$ _____

Employee stipends and/or substitute expenses are being utilized for which of the following (**mandatory**):

() Professional Development () Curriculum Development () Program Development

NOTE: Costs for Employee Stipends and Substitutes **must** include an additional 7.65% for FICA and Medicare.

() Conference (attach Conference information & **Purchase Requisition** to Company)

\$ _____

() Consultant (attach completed **Consultant Form** & **Purchase Requisition** to Consultant)

\$ _____

() Purchased Services (attach **Purchase Requisition(s)**)

\$ _____

() Materials and Supplies (attach **Purchase Requisition(s)**)

\$ _____

GRAND TOTAL

\$ _____

SIGNATURES OF AUTHORIZED SCHOOL IMPROVEMENT TEAM MEMBERS

_____ Principal

_____ Teacher

_____ Parent

_____ Teacher

_____ Parent

_____ Teacher

_____ Parent

_____ Teacher

_____ Parent

APPROVALS

Approved: _____

Assistant Superintendent of Administration

Date _____

cc: Superintendent of Schools