

Hiteon PTC 2015-2016 General Purchase Request

Per our By-Laws the purpose of the PTC is to promote the education of students, enrich school opportunities and promote positive interaction between teachers, parents and students. Please use this form when requesting from any PTC budgeted line item excepting the Grant Fund or a staff member's individual account. Example line items are scholarship/field trip assistance, STEM enrichment, technology, special purchases and other programs where specific funds are available for use by Hiteon staff.

Guidelines:

- Applications are taken on a first come, first serve basis.
- Requests can be made by the principal or staff for individual class use or on behalf of an entire grade level. Please note PTC money is not intended for staff continuing education or workshops.

Process:

- Purchase requests must be filled out in completion and have the signature and date of approval by the school Principal. Please include any applicable back up documentation.
- Purchase requests will be reviewed by the PTC board and the requesting staff member will be notified.
- Monies will be issued upon presentation of a purchase order or receipt for proof of purchase. Purchase must be made prior to reimbursement.

Please complete the following information:

Amount Requesting: \$ _____ **Reimbursement Payable to:** _____

Name: _____ **Grade:** _____ **Date:** _____

Description of Purchase Request:

How will the item benefit the students at Hiteon?

Principal's Signature: _____ **Date:** _____

Please return signed form (including receipts if available) to the PTC President's box located in the PTC Office

PTC review status: *Approved / Not Approved*

Decision made via: *PTC Meeting / Email Approval*

PTC Signature: _____ **Decision Date:** _____ **Amount Approved:** _____

Notes: _____

Request Paid/Completed: **Date:** _____ **Amount:** _____ **Check #:** _____

Payee Name: _____ **Notes:** _____

***Items purchased through the PTC are intended to stay at Hiteon Elementary School.**