

## Hiteon PTC 2023 - 2024 General Purchase Application

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, guardians, and students. Please use this form when requesting from the PTC budgeted line item **except the Grant Fund or a Staff Individual Account**. Example line items are scholarship/field trip assistance, STEM enrichment, technology, special purchases, grade level curriculum support, and other programs where specific funds are available for use by Hiteon staff.

Final day of submission: **May 3, 2024**

### GUIDELINES

- Applications are taken on a first come, first serve basis.
- Requests can be made by the Principal, staff for individual class use, or on behalf of an entire grade level. Please note: PTC money is not intended for Hiteon 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 Hiteon Staff member will be notified.
- Monies will be issued upon presentation of a purchase order, receipt for proof of purchase or other documentation providing 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:

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How will the item benefit the students at Hiteon?

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Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return the signed form (including receipts if available) to the PTC box in the Mail Room. Thank you!*

### PTC Use Only

PTC Review Status:  Approved  
 Not Approved

Decision Made Via:  PTC Meeting  
 Email Approval

Amount Approved: \$ \_\_\_\_\_

Decision Date: \_\_\_\_\_

Request Paid/Completed On: \_\_\_\_\_

Payee Name: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Notes: \_\_\_\_\_

PTC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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