



CISD Booster for Special Programs 2023-2024 Disbursement Form

The Booster for Special Programs wants to help you! If you need financial support to help with a project, equipment/supplies or other worthy needs and you've been unable to gain funding from your campus, let us know. You're just three easy steps away from funding!

Please submit all requests by April 1st.

Step 1: Complete this form, as detailed as possible.

Step 2: Send completed form to campus Principal for approval, signature & to verify campus or PTO funds can't cover the request.

Step 3: After campus approval, please forward to Jennifer Glick, Coordinator of Specialized Curriculum and Instruction at jennifer.glick@southlakecarroll.edu. Once Mrs. Glick approves, she will forward the application to the Boosters.

Your request will be reviewed to make sure we have all the information needed for consideration by the Board. If you need items from more than one vendor, please include separate ordering information for each vendor. You might also pass on additional information you have such as web sites or catalog pages.

Date: _____ Campus: _____

Requestor(s): _____

Campus Principal Signature: _____

District Sponsor Signature: _____

Description of Request (including date needed):

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Ordering Information:

Source	Item	Quantity	Unit Cost	Total

Vendor Information:

Name of Company	
Address	
Phone	
Fax	
Website	
Approved Vendor?	

Shipping and Handling: \$ _____

Total Amount Requested: \$ _____

Please indicate who will benefit from your request:

For CISD PTO SE and Office Use.

Date Considered:

- Approved
- Disapproved
- Tabled
- Forwarded to General PTO Meeting
 - Approved
 - Disapproved
 - Tabled

Preferred Payment Method:

- CISD Office payment with reimbursement from PTO
- Teacher Reimbursement
- CISD PTO Direct payment to vendor

Revised 08/2023