

HEPTO - Enrichment Fund Request Form

(Please submit your requests to the PTO mailbox. Be sure to keep a copy of this form and all back-up documents for your files.)

Name of Project: _____

Applicant(s): _____

Grade(s) or Specialty: _____

Enrichment description and goals or link to curriculum: *(Please attach additional pages if necessary)*

Anticipated frequency of use, if applicable: _____

Grant will benefit: One Class _____ Grade _____ Other, please explain _____

Budget: Please itemize all costs, including tax, shipping, materials, supplies, admission fees, food or any other related costs. If applicable, include additional information such as catalogue pages, websites, part numbers or printouts explaining item. For items over \$500, please include prices from three vendors, if possible, to ensure diligence in use of grant funds.

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

TOTAL: \$ _____

NON-TECHNOLOGY REQUESTS: Submit to Michael Audevard for review and approval.

TECHNOLOGY REQUESTS: Please submit to the below listed people and entities for signatures before submitting to HEPTO.

Please do not write below this line - Administration Use Only

Is this an item the School or District Administration could purchase? YES NO

If yes, please explain: _____

Has this item been previously requested from another organization or group? YES NO

If yes, please explain: _____

ALL REQUESTS:

Michael Audevard

Signed: _____ Date: _____

TECHNOLOGY REQUESTS:

HES Technology Coordinator: _____
(name)

Signed: _____ Date: _____

Michael Audevard

Signed: _____ Date: _____

UCF School District Technology Department: _____
(name)

Signed: _____ Date: _____

PTO Approval

Received: _____

Voted on: _____

Approved Partial Approval Denied Re-Submit

Other Details: _____