

# 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 Josh Leight 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:***

***Josh Leight***

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

***TECHNOLOGY REQUESTS:***

***HES Technology Coordinator:*** \_\_\_\_\_  
(name)

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

***Josh Leight***

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

***UCF School District Technology Department:*** \_\_\_\_\_  
(name)

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

***PTO Approval***

Received: \_\_\_\_\_

Voted on: \_\_\_\_\_

Approved                      Partial Approval                      Denied                      Re-Submit

Other Details: \_\_\_\_\_