

Process for PTA/Booster Club Request to Purchase on behalf of District

This document serves as the process for when a PTA/Booster Club wants to purchase a capital expenditure valued at \$5,000 or more on behalf of the district that will benefit students on MISD campuses. The district recognizes the value of PTA/Booster Clubs' support of campuses and respects their desire for campus improvements through capital expense requests.

The following are a few scenarios with the workflow below on how to proceed with the request.

- The X campus's PTA/Booster Club contacted the district to request that the elementary gym floor be replaced with sports flooring.
 - The X campus's PTA/Booster Club contacted the district to request the installation of a greenhouse/shade structure
 - The X campus's PTA/Booster Club contacted the district to request repainting a portion of a facility
1. PTA/Booster Club will fill out a [Google form](#) indicating the following;
 - a. The reason for the request
 - b. Details on what the request entails
 - c. How will the request help achieve the district strategic plan
 - d. Cost of project/purchase
 - e. Timeline of project/purchase
 - f. Lifespan of capital expense
 - g. Whether there are recurring cost and if so, what they're for and the associated cost
 2. Once the submission is received, district leadership will meet to review the request in detail.
 3. If it's determined that the district should look further into the request, specifically regarding safety concerns, the appropriate district personnel will be assigned to review it to determine whether it is a campus need or want.
 4. Based on the findings, the district leadership will determine whether the request is a need or want and make a decision whether the request is approved or denied or whether the district should fund the project/purchase.
 5. The district will ensure the appropriate parties are involved for any other considerations prior to providing feedback to the requesting organization.
 6. District leadership will communicate with the requesting organization on the final determination and how to proceed moving forward, including the point of contact for each request.