



Our Mission

The mission and vision of the Guajome Park Academy Foundation is to provide resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical-thinking, global leaders through excellence and innovation in education.

Foundation Expenditure Request

Approval Process: This form must be submitted to the GPA Foundation Board of Directors OR an Authorized Program Representative when requesting funds for a project, program, or event. Requests for expenditures must be received by the 15th of each month to be included in that month's Board meeting. Turn completed forms and attachments (quotes, forms, etc.) into the Foundation Secretary/Treasurer, Adrina Hernandez (hernandezadr@guajome.net), in the upper administration building.

Attachments: Attach correlating quotes (with vendor name, address, and total price), Program minutes or email streams with expenditure approval, and any additional information to this document for submission.

Please check which Program the funds are being requested from:

- Foundation Board of Directors
 Friends of Frogs
 Friends of Tadpoles
 Friends of the Arts
 Benevolence Fund
 Library

Group/Club/Team/Program Requesting Expenditure: _____

Name of Requester: _____ **Amount Requested:** _____ **Date:** _____

If approved, how will this request be paid? Online Invoice Check Other: _____

Description: Please include a description of what the funds are being requested for and how the expenditure request connects to the mission of the Guajome Park Academy Foundation.

LIST OF ITEMS. USE BACK OF FORM IF MORE SPACE IS NEEDED.	COST
TAX (IF APPLICABLE)	
TOTAL	

Name of Authorized Program Representative Approving the Expenditure Request: _____

Signature: _____ **Date:** _____

Official Use Only

Date Received: / /

Approved on / /
 Not Approved & Reasoning: _____

Foundation Designee Signature: _____ Date: _____