



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 Form

Approval Process:

- This form must be reviewed and signed by an Authorized Program Representative when requesting funds for a project, program, or event. Authorized Program Representatives include:
 - Benevolence Fund - Carol Blackburn
 - Friends of Frogs - Berenice Resendiz
 - Friends of Tadpoles - Mary Dhillon
 - Friends of the Arts - Jolene Riley
 - Friends of the Library - Lucy Davis
- Completed/signed Foundation Expenditure Request Forms must be **turned in by 3:00 PM on the 15th of each month (or the preceding school day)** to be included in the upcoming Foundation Board meeting and presented to the Board for review/approval.
- Turn in completed forms and attachments to Foundation Secretary & Treasurer, Adrina Itzaina, in person or via email (Itzainaad@guajome.net).
- Foundation Secretary & Treasurer Adrina Itzaina will process approved expenditures on Fridays, following expenditure approval.

Mandatory Attachments:

- Program minutes approving the expenditure and/or email stream from the Authorized Program Representative approving purchase. Exact amount and product(s) approved for purchase must be listed in minutes and/or email.
- Quotes (with vendor name, address, and total price which includes tax, shipping, and any additional fees)

Please check which Program the funds are being requested from:

- Foundation Board of Directors: _____ Benevolence Fund Staff Support Fund
- Friends of Frogs Friends of Tadpoles Friends of the Arts Friends of the Library
- Grad Bash Fund Laptop Scholarship Fund Science Camp Fund Senior Scholarship Fund

Name of Requester: _____ Email: _____

Amount Requested: _____ Date Payment is Needed by: _____

If approved, how will this request be paid?

- Online (Credit/Debit Card) Check Reimbursement Other: _____

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