



BFHE Curriculum Support Grant Reimbursement Request

Please remember these requests will require additional approval from the general membership in addition to the Principal and Executive Board

Applicant Name: _____ **Today's Date:** _____

Type of Request (check one): Purchase: ___ Course Support: ___ Transportation: ___ Capital

Improvement (tables for art as an example) _____

Description:

Details:

How will this enhance or improve student performance:

Approval:

Principal Approval: _____ *Date:* _____

Submit:

Please attach any price quotes or vendor details to this form. This is not to be used for personal items. Once Principal has approved it will be submitted to the PTCO. The PTCO upon approval will purchase and deliver the items. You will be notified of expected delivery timeline. Principal: Please Submit to PTCO via PTCO mailbox or to copres1.bfheptco@gmail.com or copres2.bfheptco@gmail.com.

PTCO Executive Board Approval: Yes or No (Circle One)

General Membership Approval: Yes or No (Circle One) Date of General Membership Approval: _____

Treasure Use Only:

Check Number: _____ Date Paid: _____ Date Cleared: _____

Program Description: _____ Date

Purchased: _____ Purchase Total: _____

Funds Remaining for Curricular Level Grant: _____