



SDMC Request for Department Funding

Your name: _____ Date Submitted: _____

Your E-mail: _____ Phone number: _____

Are you requesting

All-School Funds?

Yes No

Circle Your Department:

English Math PE Science History World Language
Film Musical Theater Visual Arts Dance Theater Music

Department Chair Name: _____

Department Chair Signature: _____

****approval required by Chair for Department Requests**

(Department Chairs, please submit a copy of our request to SDM Accountant by the due dates provided.)

Total Funds Requested: \$ _____

****attach itemized list to include vendors, tax and shipping**

What are you requesting?

How will this potential expenditure meet student needs and impact achievement?

Is this an initial order or reimbursement that meets the expense requirements? (If ordering it must be over \$75 from each vendor. If reimbursing it must be no more than \$200.)

- Initial order over \$75
 Reimbursement under \$200

Is this item new or will it replace an old/broken item? Please explain. If it is replacing a broken or old item please you will need to return it to LACOE prior to purchase.

- New Purchase
- Replacement: We will dispose of the old/broken equipment in the following manner:

Where will these items be stored? (Electronics must be stored in a locked storage unit.)

If you ordered electronics, did you include storage cases or do you already have them?

- Storage cases were included in my order
- These are replacement items that will fit in the old cases
- Not Applicable

If the product is Apple, did you include "Apple Care Protection" for 3 years?

- Yes
- Not Applicable

If you ordered a computer, did you include the \$45 Microsoft Office License and free virus protection?

- Yes
- Not Applicable

How many students will be impacted by this purchase this year? _____

Will the items purchased be reusable in future years?

- Yes
- No

State Standards, School or WASC goals Addressed (required):

****REMEMBER TO ATTACH AN ITEMIZED LIST OF EXPENSES and include TAX and SHIPPING**