

LEEP Request for Funds

Please review Article IX of LEEP By-Laws prior to filling out the *LEEP Request for Funds* form. (Go to www.lemarscsd.org, Forms, LEEP By-Laws).

The Le Mars Community Education Enhancement Project (LEEP) recognizes that the Le Mars Community staff spends their own money on classroom supplies each year to provide a rich learning experience for their students. It is our purpose to help Le Mars Community staff purchase supplies that go above and beyond that provided for by the existing budget.

Today's Date: _____

Name of staff submitting form: _____

Phone Number (Home) : _____ (Cell) : _____ (Work): _____

Description of what you are requesting the money for:

Approximately how many students will benefit? _____

Describe how the money will benefit students at Le Mars Community Schools (please be specific, with details) _____

Total dollar amount requested (including shipping and handling): _____

Name of vender: _____

Requests can only be processed by LEEP if you have included the following items:

- LEEP Request for Funds Form
- Principal's signature on LEEP Request for Funds Form
- Bruce Ludwig's signature on LEEP Request for Funds Form (only for technology related requests)
- **Make a copy of the forms submitted for your personal records**

Please √ which method of purchase will be used:

For tax exempt purposes, we encourage you to use a **local school purchase order** (local businesses) or complete a **requisition** (non-local businesses).

_____ **Personal Reimbursement** –A copy of the LEEP request for funds and receipt must be submitted to the LEEP mailbox in your school's office. If approved, you will be reimbursed and a check will be sent to you via school mail (Tax will not be reimbursed.)

_____ **Local Purchase Order** – You must have LEEP approval prior to asking your principal to sign a local purchase order. A copy of the approved LEEP request for funds must be attached to this purchase order. Once purchased, turn in the pink copy of the local purchase order, copy of the approved LEEP request for funds, and receipt to LEEP mailbox in your school's office for payment to the vendor.

_____ **Requisition** – You must have LEEP approval before submitting a requisition to your principal for approval. Please keep a copy of your LEEP request for your records. **After LEEP approval the teacher making the request needs to complete the Web-Link requisition.** Once the requisition is completed, reaches the district office and a purchase order created, Kim Holzman will place the order. Kim will check the item in and send to the person who made the request.

NOTE: Group Requests - If you are asking for items as a group and want **personal reimbursement**, each member of the group must complete a LEEP request for funds form. If completing a **local purchase order** or **requisition** as a group, designate one person to complete this process.

LEEP will discuss your request at the monthly meeting held the first Monday of the month. We will inform you about the status of your request following the meeting via e-mail. You will then have **14 calendar days** to submit your requisition on web-link or if using a PO, turn in your receipt and copy of the PO into the LEEP mailbox. If these transactions are not completed within **14 calendar days** your request will have to be resubmitted.

Principal signature of approval _____ Date _____

Bruce Ludwig signature of approval _____ Date _____
(only for technology related requests)

FOR LEEP COMMITTEE ONLY:

_____ Approved
_____ Revision Requested