

**SITE COUNCIL REQUEST
TAX CREDIT FUNDING**

Staff Member Requesting Funds _____

Date of Request _____

Amount Requested _____

Use of Money: Bus _____ Supplies _____ Salaries* _____ Admissions _____

*Maximum Salary dollars to be spent, paid at \$19.80 per hour

Amount Assessed to Student \$ _____

Number of Students Participating _____

Description of Need: _____

Purchase orders are required for admissions and supplies – please allow 2 weeks for purchase order for admissions and supplies you may be picking up. Allow 4 to 6 weeks for supplies that are ordered for delivery. Be sure to allow plenty of time when making Site Council Requests for Tax Credit Usage.

Site Council Approval _____ Date _____
(Chairperson Signature)

Return to Office Manager with approval form and appropriate documents (transportation request, purchase requisitions, stipend sheets, etc.)