**FACULTY GRANT REQUEST FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Approved:**  |  YES NO |
| **Amount****Approved:**  | $ |
| **Authorized by:** |  |

Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF GRANT REQUEST (Please refer to the Grant Info page on our website for more information.):

\_\_\_ Electronics – attach quote from bookkeeper

\_\_\_ Books – attach quote from Barnes & Noble

\_\_\_ Order from educational website – attach website info and completed order form

\_\_\_ Purchase from local store – attach pricing info and confirmation that in-store pick-up is available

\_\_\_ Reimbursement – attach receipt

\_\_\_ Other (requires pre-approval)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **LAWSON # (if applicable)** | **VENDOR NAME & NUMBER** | **QTY** | **PRICE EACH** | **TOTAL COST** |
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| --- | --- |
| **SUBTOTAL** |  |
| **Shipping and Handling****and/or Sales Tax** |  |
| **TOTAL OF REQUEST** |  |

Please use the space below to briefly note the reason for your request and the number of students served.

Text for website

Please note the following guidelines when completing your grant application:

1. Items, particularly electronics, should be purchased from a county vendor whenever possible. Please consult Eileen Pelaez for a quote. If your requested item is not available from an approved vendor, have Eileen initial your request.
2. Books should be purchased from Barnes & Noble whenever possible. Please contact Beth Gaffney, our customer service representative, at 813 871-2228 or crm2550@bn.com for a quote and attach that quote to your grant request.
3. We can make online purchases only from sites that will accept a purchase order. Most educational sites fall into this category. Please confirm that a purchase order is acceptable before submitting your request. Attach an online order form, completed up until the ‘place your order’ step. \* **Please note: Amazon does NOT accept purchase orders. Please refer to Guideline #5 for grant requests from Amazon.com.**
4. We can make purchases on your behalf in local stores. If shopping on a store’s website, please make sure your items are available in the store. We cannot order online and have the item delivered to the store unless the site will accept a purchase order.
5. In the event that your items cannot be obtained from a county vendor or with a purchase order, you may have to purchase the items yourself and seek reimbursement. This type of purchase requires advance approval by Mr. Nelson and the AF executive board. You will receive a check after you notify us the items have been received. You will need to provide copies of your purchase receipt and shipping paperwork.
6. Always put the regular price of your items on your grant request. Sale prices will likely no longer be valid by the time your grant is approved and processed.

Incomplete applications may cause a delay in the processing of your request. Please be sure to provide all necessary documentation.