

Prior Approval for Curriculum Expenditures/Purchases

\*Submit this form and any budget documents to Curriculum, cperry@randolph.k12.nc.us

Name/School System Position:	Telephone/email:
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Which budget document(s) is/are being submitted? Please attach or forward them ASAP.

<input type="checkbox"/> Direct payment request	<input type="checkbox"/> Purchase order
<input type="checkbox"/> Funding for Professional Leave	<input type="checkbox"/> RFP (Bidding for contracted services can take up to 8 weeks if using Federal Funding. For contract assistance, contact Claire Perry 336-318-6030)

Date(s) of proposed activity:

Brief description:

Which of the following is to be funded? Please check all that apply.

<input type="checkbox"/> Substitute teacher	<input type="checkbox"/> Employee stipend to attend or present training
<input type="checkbox"/> Workshop registration fee	<input type="checkbox"/> Outside contractor to provide training
<input type="checkbox"/> Workshop materials	<input type="checkbox"/> Other: _____

What SIP goals and key processes are addressed by this activity? (Refer to goals and processes however they are numbered in your school's SIP document, if convenient.)

What data supports the need for this activity?

How will the outcomes of this activity be monitored?

Name(s) and affiliations of provider(s) (if not a contracted service):

Est. cost of activity: \_\_\_\_\_

Signature of Principal, Director: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Instructional Director has reviewed.	Director Initial: _____
<input type="checkbox"/> Area Superintendent approves.	<input type="checkbox"/> Assistant Superintendent does <b>not</b> approve.
Signature of Assistant Superintendent: _____	Date: _____

**FOR CURRICULUM DEPARTMENT USE ONLY**

The activity has been approved and all supporting budget documents have been submitted.

The activity has been approved, but other documents need to be submitted.

Director or Assistant Superintendent (Supervisor or Budget Manager of funds requested)

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