

**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](http://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.

**Note: Curriculum related items costing \$500.00 or more must have a principal’s and the superintendent’s signature. Technology related items must have the principal’s and technology director’s signature.**

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):** \_\_\_\_\_

**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 :
- Curriculum related items costing \$500.00 or more must have a principal’s and curriculum director’s signature
- 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

If approved, 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 a LEEP representative for approval. If approved, you will be reimbursed. (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 a LEEP representative 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 will place the order. Kim will check the item in and send to the person who made the request. **Only current school approved vendors can be used for requisitions. The list can be found on Web Link**

**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 next monthly meeting held the first Monday of the month. We will inform you about the status of your request following the meeting.

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Principal signature of approval \_\_\_\_\_ Date \_\_\_\_\_

Dr. Steve Webner signature of approval \_\_\_\_\_ Date \_\_\_\_\_  
(only for curriculum requests \$500.00 and over)

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

**FOR LEEP COMMITTEE ONLY:**

\_\_\_\_\_ Approved  
\_\_\_\_\_ Revision Requested