

# EESAC

## Financial Assistance Worksheet

### **Requesting financial assistance for items costing up to \$999.99:**

- ❖ Prepare a typed proposal which includes a brief explanation of request. Submit the proposal to the EESAC Chair Mrs. Stuvell ([mstuvell@dadeschools.net](mailto:mstuvell@dadeschools.net)) at least 72 hours prior to the next scheduled EESAC meeting.
- ❖ If proposal is approved by EESAC, you will receive an email. Please see the Treasurer for further steps.

### **Requesting financial assistance for items costing \$1,000.00 - \$9,999.99:**

- ❖ A **formal** typed proposal is required. Submit the proposal to the EESAC Chair Mrs. Stuvell ([mstuvell@dadeschools.net](mailto:mstuvell@dadeschools.net)) at least three to five days prior to the next scheduled EESAC meeting.
- ❖ A date to present your proposal will be given by the EESAC Chair. At that time you or a representative will formally present the proposal to the EESAC Committee.
- ❖ If proposal is approved by EESAC, you will receive an email from the office. Please see the Treasurer for further steps.

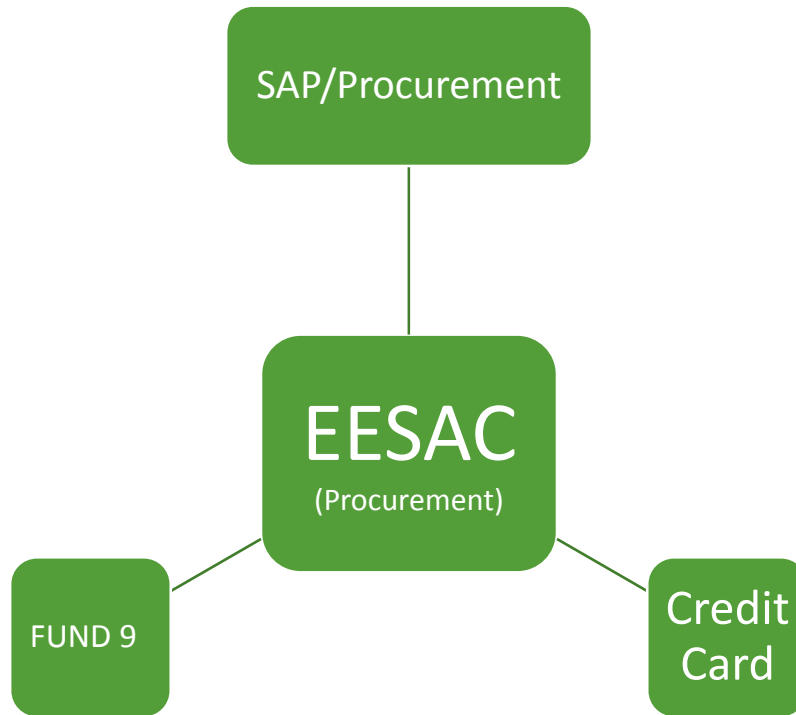
### **Requesting financial assistance for Travel:**

- ❖ EESAC funds are available to assist with registration and transportation only.
- ❖ A **formal** typed proposal is required. Submit the proposal to the EESAC Chair Mrs. Stuvell ([mstuvell@dadeschools.net](mailto:mstuvell@dadeschools.net)) at least three to five days prior to the next scheduled EESAC meeting.
- ❖ A date to present your proposal will be given by the EESAC Chair. At that time you or a representative will formally present the proposal to the EESAC Committee.
- ❖ If proposal is approved by EESAC, you will receive an email from the office. Please see the Treasurer for further steps.

### **General Guidelines:**

- ❖ If proposal is for \$1,000 or more, attach three bids to the proposal.
- ❖ Please allow up to 30 days turnaround time to review and possibly approve proposal.

# EESAC FUNDING SOURCES



- SAP/Procurement:** School budgeted funds. Request per vendor \$3,000 or more. Formal bids are required. Vendors must be registered with MDCPS with a valid vendor number. Funds are directly taken from the EESAC account.
- Fund 9:** School internal budgeted funds. Request per vendor up to \$999.99. Bids are not required. Make sure vendor(s) accept purchase orders and a school issued check. Funds are borrowed from Fund 9 and replenish back from the EESAC account.
- Credit Card:** District issued. Request per vendor up to \$2999.99 per transaction. Bids required for \$1,000.00 or more. Funds are borrowed and replenished back from EESAC account.