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. Stuvel (mstuvel@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. Stuvel (mstuvel@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. Stuvel (mstuvel@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.
**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.