



Dr. Colleen Iannitti
Principal

Jupiter Community High School
500 N. Military Trail
Jupiter, FL 33458
Phone: 561-744-7900
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School Advisory Council (SAC) - Request for Funds Instructions

To JHS Stakeholders:

If you would like to request funds from the JHS SAC, please follow the instructions below. If you have any questions, please feel free to ask the SAC Treasurer or Noreen Johnson.

- Complete the SAC Funds Request Form on back of this page with a copy of the proposal/appraisal paperwork from vendor.
- Have Principal sign Request Form.
- Return above paperwork to the SAC Treasurer. This may be done in hard copy form or via district email.
- Treasurer will send all paperwork to the SAC Chairperson. Then, the SAC Chairperson will add your request to the SAC agenda and contact you to let you know the date and time you will have to present your request to SAC.
- Present your request to SAC.

Once your funds have been approved, you will need to make a hard copy of the following documents and return them to Noreen Johnson for processing.

- Completed SAC Funds Request Form (on back of this page), with SAC Chairperson and Treasurers' Signatures with Approval of Funds.
- Copy of Approved SAC Minutes (with funding approved) from SAC Secretary
- Completed Purchase Order (Form 0239)
- Proposal/Appraisal Paperwork from Vendor

If you have any questions, please feel free to ask Noreen.

Thanks,

Jay Matousek, SAC Chairperson
Jay.Matousek@palmbeachschools.org



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School Advisory Council (SAC) - Request for Funds

Name of person(s) requesting funds:	
Date of this request*:	
Amount:	
Contact email address:	
School Improvement Plan (SIP) Goal(s):	
Approximate number of students impacted:	
Purpose of request: (Attach documentation, as necessary)	
Rationale: (How will this impact student achievement, based on the SIP?)	
Deadline funds are needed:	
Can you present this proposal to the SAC at our next meeting? If, not who will?	

* To comply with Sunshine Law, completed request form(s) need to be submitted to SAC Chairperson no less than 7 days prior to SAC Meeting.

Signature of Person Requesting Funds: _____

Reviewed by Principal Date

Reviewed by SAC Chairperson Date

To be completed during SAC Meeting.

SAC Treasurer Signature

Circle one: **Approved** **Not Approved**



Partnered with

