

BUDGET REQUEST

15

Please attach invoices, quotes or shopping carts for all items over \$500

Item to be Purchased (please feel free to group smaller items where appropriate i.e. math manipulatives, educational posters – list higher priced items individually)	Budget Category (specify SAISD budget category i.e. books, supplies, equipment, software)	Purpose (i.e. to help students understand motion, to build fine motor skills, or to construct the stage)	Can be Reused Yes/No	Qty.	SAISD Vendor Yes/No	Total Cost Including Shipping	Anticipated Vendor Name
Flow® Bee Hive	Equipment	To house the bees	yes	1	No	\$ 760.01	Flow
Bee keeper suits and gear	Equipment	Precautionary measure for safety	yes	6	Yes	\$ 419.94	Wal-Mart
Fogger	Equipment	To calm bees in preparation for harvesting honey	yes	1	Yes	\$ 16.00	Wal-Mart
Bees	Supplies	To produce honey	yes	1	No	\$ 200	Bortrager Farms
Mason Jars	Equipment	Containing of finished products for consumption	No	36	Yes	\$ 22.44	HEB
Plants food/pollination	Supplies	Revitalization of garden	yes	34	No	\$ 271.90	Home Depot
Lumber	Equipment	Construction of garden covers	yes	22	No	\$ 131.56	Home Depot
Hardware – screws and braces	Equipment	Construction of garden covers	yes	74	No	\$ 71.69	Home Depot
Tarp	Equipment	To protect plants from the elements	yes	3	No	\$ 53.94	Home Depot
Pipes and Brackets	Equipment	To support the bed covering	yes	30	No	\$ 91.98	Home Depot
Hinges	Equipment	To allow the hoop frames to be	yes	20	No	\$ 189.60	Home Depot
Compost	Supplies	Add nutrients to the garden	No	5	Yes	\$ 100.00	Gardopia
Fertilizer	Supplies	Add nutrients to the garden	No	5	Yes	\$ 100.00	Gardopia
TOTAL AMOUNT REQUESTED						\$ 2429.06	

Total number of students who will participate in this project: _____
 Budgeted cost per student participating: _____
PROJECT/BUDGET APPROPRIATE

 School Principal Signature

Here is an example of a strong budget page. It is completed correctly + includes a shopping cart for the over \$500 request.

Submit your request to: _____

Faxed, QUESTIC
 Jennifer Twiss
 QUEST
 Judy Geell

Because Facilities would need to approve, it would need a C19.

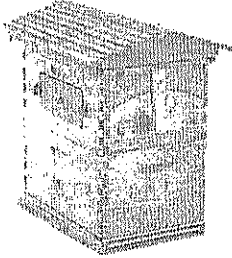
ax purposes): _____
 acted): _____
 20
 \$ 121.45

 etary/Bookkeeper Signature

ostmarked or hand-delivered by 5pm) to: _____

2
will NOT be accepted.
 EASE CALL OR EMAIL:
wiss@saisdfoundation.com
 ASE CALL OR EMAIL:
ed@saisdfoundation.com

Cart



Flow Hive

Classic Cedar 6 Frame

REMOVE

US\$699.00

1 x US\$699.00

UPDATE

Subtotal

US\$699.00

PROMO CODE

If you have a promo code, enter it here:

Discount

- US\$0.00

Promotion Code

apply code

SHIPPING

Ship to Texas, 78202, United States Of America

Shipping

US\$61.01

If you want to to **ship to Australia** [please click here to use our Australian website](http://www.honeyflow.com.au)

[http://www.honeyflow.com.au]

or to **ship to Europe** [please click here to use our European website](http://eu.honeyflow.com)

[http://eu.honeyflow.com]

TOTAL

US\$760.01

[continue shopping](#)

OR

[EMPTY CART](#)

[Checkout](#)

Get \$50



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Request for Campus Modification

1. PROJECT REQUESTOR'S INFORMATION

Campus/Facility Name:	Request Date:
Project Name:	
Project Description:	

Continue on back if needed

Date Modification Needed:	Is Requested Modification Required By Law? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specify/Cite Law, Code, or Agency:	
<i>(Attach supporting documentation as applicable.)</i>	
Initial Cost Estimate: \$	Projected Maintenance Costs <i>(per year)</i> : \$
Funding/Budget Code:	
Requestor's Name <i>(print)</i> :	Phone:
Requestor's Signature:	Date:

2. PRINCIPAL/FACILITY MANAGER REVIEW AND ENDORSEMENT

By endorsing the above project, I understand that the funding and maintenance of the above project is the responsibility of my campus/facility. Items that I have considered include but may not be limited to:

- Project description
- Funding source
- Project design/engineering/oversight that may be needed and included in the funding
- Projects involving excavation(s), underground investigations for utilities is included in the funding
- Warranty needed and provided
- Environment, safety, health, energy assessments needed and performed
- State, county and local *(e.g. City of San Antonio Historical Society)* approvals/permits needed and obtained
- Water reclamation projects – special provisions considered
- Project sign included in the funding *(attach examples)*

Other: _____

Plant Services Work Order#: _____

Principal/Facility Manager Name <i>(print)</i> :	Phone:
Principal/Facility Manager Signature:	Date:

3. REVIEW/APPROVAL BY AREA EXECUTIVE DIRECTOR

Comments:	
Project Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Area Executive Director:	Date:

