

Jackson Township School District

Title I Office

Student Supply

Purchase Request Pre Approval

Supply requests are processed quarterly and must be received by the following deadlines: September 15th, December 15th and March 15th.

Date:

Name:

School name:

Contact email:

Contact phone number:

Service that the purchase is being aligned to (reading, math etc.):

Students who will use the supplies: (Please attach a separate sheet if needed):

Teachers who can access these supplies; (Please attach a separate sheet if needed):

Are the supplies consumable (going home with the student)? Yes No

If the supplies are not consumable, where will they be stored at the school to ensure they are only used by Jackson students?

Is this supply request through an approved vendor (vendor list coming soon)

Total \$ amount of supplies being requested? _____

____ Check here if an Invoice is attached

All supplies must be labeled: Property of Jackson Township School District Title I office

CERTIFICATION: By placing my name below, I certify the following: Title Grant equipment, supplies, and materials and Textbooks are to be used solely by nonpublic school students and are secular, neutral, non-ideological, and not religious in nature and are for the sole purpose of enhancing instruction and learning. All non-consumable supplies will be labeled Property of Jackson Township School District Title I office and stored in a location that ensures they are only accessed by Jackson students and the teachers that service Jackson students.

Nonpublic School Official Signature: _____

JSD Approval: _____ Date: _____