



FACULTY GRANT INFORMATION

We hope all faculty members will consider submitting grant requests to the PHS Academic Foundation (AF) this year. Our sole purpose is to raise money to fund teacher requests for academically focused needs. In prior years, we have allocated over \$40,000 to teacher grants and we would love your help putting those dollars to work in your classrooms.

Please submit the Grant Request Form, along with the appropriate documentation to Mr. Bush by the indicated deadlines for review.

Also, note the following guidelines when completing your grant application.

1. Items, particularly, electronics, should be purchased from a county vendor whenever possible. Please consult the PHS Bookkeeper for a quote. If your requested item is not available from an approved vendor have the PHS Bookkeeper initial your request.
2. Books should be purchased from Barnes & Noble or Complete Book whenever possible. Please contact Barnes & Noble (via email to crm2550@bn.com) or Complete Book (via email to kendall@completebook.com) for a quote and attach the quote to your request.
3. We can make online purchases only from websites that will accept a purchase order. Most educational websites fall into this category. Please confirm that a purchase order is acceptable before submitting your request. Attach an online order form, completed up until the "place your order" step. Please be sure to include the shipping cost in a total grant request. **Special note, Amazon.com does NOT accept purchase orders.** Please refer to instruction #5 for grant requests from Amazon.com.
4. We can make purchases on your behalf in local stores and utilize our tax exempt status to help make the grant dollars go even further. If shopping on a store's website, please make sure your items are available in the store. We cannot order online and have them delivered to the store unless the site will accept a purchase order.
5. In the event your items cannot be obtained from a county vendor or with a purchase order, you may have to purchase the items yourself and seek reimbursement. This type of purchase requires advance approval by Mr. Bush and the AF Executive Board. You will receive a check after you notify us the items have been received. You will need to provide copies of your purchase receipt and shipping paperwork to the PHS Bookkeeper.
6. Always put the regular price of the items on your grant request. Sales prices will likely no longer be valid by the time your grant is approved and processed.
7. All purchased items MUST be shipped / delivered to the school address.

Deadlines for grant requests to be given to Mr. Bush:

August 28, 2018
September 25, 2018
October 30, 2018

November 22, 2018
January 29, 2019

February 26, 2019
March 26, 2019

Incomplete applications may cause a delay in the processing of your request. Please be sure to provide all necessary documentation. If you have any questions regarding your application, please contact the PHS Bookkeeper.

The AF looks forward to serving as many of your classroom and teaching needs as possible this year through our grant process.