

Special Request

Date: _____

for Pre-Authorization of Payment

Upstream Learning – Copper River School District

P.O. Box 108, Glennallen, AK 99588 907-822-3234, ext. 226 or 227

- As described in the Handbook, certain activities or equipment purchases need pre-authorization before requesting a requisition for ordering or a reimbursement for payment. The requested item or activity must clearly relate to the student ILP in one or more subject areas.
- As parent/guardian, you are requesting **in advance** that funds be set aside from your child's allotment fund for the purpose described below. Once your request is approved, please submit either a requisition form for ordering or a reimbursement form for payment (with receipt).

Student Name(s):	Grade:
Parent(s):	Phone:
Category of request: (please check one)	
<input type="checkbox"/> Equipment Item requested: Cost: \$ How does this item support the ILP?	
<input type="checkbox"/> Learning activity/Field trip (if cost per student exceeds \$50) Activity planned: Date of activity: If direct instruction, name the instructor: Cost per student: \$ How does this activity support the ILP?	
<input type="checkbox"/> Internet reimbursement – maximum of 9 months per year, unless schooling year-round and maximum of \$80/month is reimbursable; does not include installation costs Cost: Number of months: @ \$_____ per month = \$ _____ How does this service support the ILP?	
<input type="checkbox"/> Other – Cost: \$ How does this support the ILP?	

For office use only:

Approved

Not approved

Comments:

Staff signature

Date