***For CIA Department***

Funding Source

TCP CODE:

# School:

**Instructions:**

Complete this request for collaboration time, you will also need to complete a requisition request.

Collaboration Time Request and materials needed may be purchased through different funding sources

Therefore, two forms may need to be completed. You will also need to complete a requisition form for additional material such as books, webinars, guest speakers, etc.

**Please submit to Shawna Wilmore Sign-In Sheet**

The Principal, Chief Academic Officer and Director of Grants and Federal Program, will need to sign the Collaboration Time Request and/or requisition before a TCP code can be generated and materials can be purchased. Please allow enough time to obtain materials if you are using them in conjunction with your Collaboration Time.

# Title of Collaboration:

# Contact Person for Collaboration:

**Best phone number to reach contact p**erson:

**Location for Collaboration**: \_\_\_\_\_\_\_Building. \_\_\_\_\_\_\_\_\_\_ On-Line. \_\_\_\_\_\_\_\_\_CAB

# Description of Collaboration Time (Purpose)

**What are end outcome(s) of the Collaboration Time**

**What data will be gathered/documented to show impact on student performance?**

**Explain how this request will support the School Improvement Plan**

**Collaboration Time Details** (You may add additional lines if you need to. Costs each day should only include sub time or teacher non-contract time)

**$44.00**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date(s)** | **Time:** | **Names of Participants, and group/grade**  **level** | **Costs for Substitutes (#of Subs x $190/day)** | | | **Costs for teachers time not in contract**  **hours (#participants x # of hours x** $44.00 | | |
| **#**  **Substitutes**  **Needed** | **Cost for subs (# of Subs x**  **$190/day)** | **Total Cost for**  **Substitutes** | **#**  **Participants** | **# of hrs** | **Total Cost For teacher**  **time** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Totals** | | |  |  |  |  |  |  |

# SIGNATURES:

**Principal**

**Director of Grants and Federal Programs**

**Chief Academic Officer**

Approved Date: Denied Date:

|  |
| --- |
| Sweetwater County School District #1  Requisition Form |

|  |  |  |
| --- | --- | --- |
| **Date:** | **Requested by:** | |
| **Purpose of Request:** | | |
| **Building(s):** | | |
| **Classes Used For: Number of students served:** | | |
| **Funds used for purchase: € District € Title I € Title II € Title III (EL) € Title IV € 21st Century € BOCES**  **€ Perkins € Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Budget Code(s) (if known):** |
|  |
|  |

**Vendor Information (Amazon and Wal-Mart are not accepted Vendors): \*\*\*PLEASE FILL OUT COMPLETELY\*\*\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | | | |
| **Address** |  | | | | | | | |
| **City, State, ZIP** |  | | | | | | | |
| **Phone #** |  | | | **Fax#** | | | | |
| **Web Address** |  | | | | | | | |
| **Item Description** | | | **Item Number** | | | **Quantity** | **Unit Price** | **Total** |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
| **Subtotal** | | |  | | |  |  |  |
| **Shipping** | | |  | | |  |  |  |
| **Total** | | |  | | |  |  |  |
| **Does this Purchase exceed $10,000.00?** | | **If yes, 3 competitive quotes or a sole source letter are required for any order over $10,000.00.** | | | | | | |
| **Is a Facilities plan review needed?** If you answer yes to any question below, YES- one is needed:   * **Can air quality be affected?** * **Does anything plug in to an outlet?** * **Does the vendor not ship items on a pallet?** * **Does any individual item weigh more than 1,000 pounds?** * **Are any individual items more than 6 feet tall?** * **Is there a space large enough in the building, or will this item block access to windows, electrical panels, etc.?** | | | | | **If yes, a blank form is available on the District website under the CIA Department forms and should have all signatures and accompany this form and any quote(s) to be submitted.** | | | |

|  |  |
| --- | --- |
| **Department Chair Signature (Only Required for Elementary Art, Music and PE)** | **Date:** |
| **Building Principal Signature:** | **Date:** |