

## LPE PTO Plan of Work

**Name and Email Address** Tracy Kever (tdkeever@hotmail.com) & Amy Lipa (aplippa@yahoo.com) **Date** 5/1/2010

**Board Position or Committee** Grade Level Representatives **School Year** 2010-11

**Responsibilities or Duties** liaisons between grade levels and PTO board

**Goals** Welcoming, Go-betweens for communication, contact person

### Activity Description

<b>Specific Activity or Action</b>	"Middle School Survival Guide" meeting for 5th Grade Parents	<b>Start Date</b>	May-11
		<b>End Date</b>	May-11
		<b># of Participants</b>	100

### Estimated Budget for Activity

**INCOME**

Cash collections from participants (provide details as appropriate)	\$0.00 (1)
- n/a	
-	
Cash donations (provide details as appropriate)	\$0.00 (2)
- n/a	
-	

**EXPENSES**

Itemized expenses for activity	
- refreshments and/or paper products for 5th grade parents	\$50.00 (3)
-	(3)
-	(3)
-	(3)
-	(3)

**NET BUDGET FOR ACTIVITY** Total (1) + (2) - (3) \$50.00

**OTHER COST-FREE RESOURCES TO BE UTILIZED**

-  
-

IS THIS REQUEST PART OF A CONTRACT? YES \_\_\_\_\_ NO x  
IF SO, PLEASE ATTACH COPY OF CONTRACT.

FOR ANY NON-CONSUMABLE ITEMS PURCHASED ABOVE...WHAT IS THE LIFESPAN OF THE ITEM?  
WHERE WILL IT BE STORED?

-  
-

**TOTAL BUDGET APPROVED FOR ACTIVITY**

Reviewed by PTO Board:

Approved by General Membership Vote: ( ) YES ( ) NO

Date: 5/1/11

Date: \_\_\_\_\_

\$ 50.00

**FUNDING APPROVAL NUMBER:** 49 (Assigned by PTO Treasurer)

# LPE PTO Funding Request Form

(All requests must be Reviewed & Approved prior to purchase)

**Note: Use this form if the purchase is >\$50 and has not been included in a previous Plan of Work or Funding Request for the current budget year (July 2010 – June 2011).**

Date: 1/11/11

Funding Request#: 50  
(Assigned by PTO Treasurer)

Name: Heidi Gudelman Email (required): gudelmanh@Hisd Department/Grade Level: Various

1. If connected with an event or project, please name:

Instructional - #2

2. Is this request part of a contract (if so, attach copy of contract)? Yes (contract copy attached)  No

3. PTO line item if known: Instructional / Wish list

4. Estimated purchase detail (must be provided for funding requests over \$50.00)

Item	Quantity	Cost/Item	Total Cost
Kinder - Ligo Systems			481.38
Elleson Die Cuts	5 various		116.85
2nd grade portable carrels	6 sets	59.90	359.30
GT Robotics parts - Bruck, batteries	1 brick / 3 batt		331.49
		Grand Total	1325.02

(say \$1325.00)

If additional space is needed, please attach a separate sheet. Cost should include shipping. Please remember we are a 501 (c) 3 and therefore can not refund tax – use the Texas Sales and Use Tax Exemption Certificate.

5. What is the lifespan of item? batteries - 2-3 years; others - 5 years

6. If not immediately consumable, where will it be located/stored? classrooms

7. Are school/other funds available for this item (if yes, from what source)? no

8. Please explain how students benefit from this purchase and how many students will be aided by this purchase (e.g. grade level)?

classroom instruction; building robots;

Would you characterize this item as (please check all that apply):

educational/academic       educational/non-academic       other

Reviewed by Principal or Board Chair: H. Gudelman Date Received: 1/20/11  
 Approved by PTO Board: Amy Polce Date: 1/20/2011  
 Treasurer: Mary Pavarinen