

Request for BUP Funds

There are BUP funds available to assist students in Monroe #1 BOCES programs. The following funds may be requested:

Student Needs: \$50/student or class

**To help defray or cover the cost of clothes, glasses, medication, etc. for a student, or to assist with the cost of a class trip ONCE per year. Members can contact BUP officers regarding this money, from any program or department.*

Program Money – Holiday: \$200/program

**Delegates communicate with administrators and program members regarding how best to use this money, and then contact BUP officers. The 9 programs are: ALA, Start, Creekside, District Based, Bird, Morgan, Multi-OCC Focus, Pre-School and EMCC. Helping to defray holiday food/gift cost for students' families is common.*

Program Money – School Year: \$100/program

**Same directions as Program Money – Holiday. End of the school year program-wide activities are common.*

Program Money – Summer: \$200/program

**Delegates communicate with administrators and program members regarding how best to use this money, and then contact BUP officers. The Programs eligible are: ALA/START (combine), Bird/Morgan (combine), District Based and Creekside. Program-wide special or themed activities/assemblies are common.*

Graduation: \$200/program.

**Delegates communicate with administrators and program members regarding how best to use this money, and then contact BUP officers (essay contests are common). The 5 Programs eligible are: Creekside, District Based, EMCC, ALA and START.*

Procedure:

1. Please complete and submit this form to BUP officers
2. Wait for a confirmation e-mail with approval
3. Once approved, the requesting staff member should purchase the item and submit the receipt for reimbursement
4. Please be sure to include BUP reimbursement voucher

**If this money is being used towards an individual student (student needs), only member signature is required. For program monies, delegate and administrator signatures required.*

I am requesting: (Please check one)

- Program Money- Holiday Program Money- school year Program Money - Summer
 Graduation Student Needs

To be used for: (student name, program, and/or activity): _____

Signature(s): _____ Date: _____

Approved By: _____ Date: _____

BUP REIMBURSEMENT VOUCHER

To: BUP Treasurer

Date of Request: _____

Person Making the Request: _____

Program/Department: _____

Amount: _____

Reason of Request: _____

TREASURERS USE ONLY
APPROVED BY: _____
DATE: _____
CHECK NO. _____

*Attach all receipts to this voucher and list the information below

ITEM DESCRIPTION	DOCUMENTATION	BUDGET CODE	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL _____

- ✓ Please present bills to the treasurer as soon as possible, but in no case later than within 30 days of expenditure or within 30 days of the event for which spent.
- ✓ Staple receipts or sales slips to voucher (paper clips tend to come off)
- ✓ Amounts not supported by documentation are subject to approval of the Branch Committee.
- ✓ Expenditures exceeding \$50.00 should have prior approval.