



## PRE-PURCHASE APPROVAL FORM

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**INSTRUCTIONS:**

1. Submit completed form to your child's Contact Teacher for approval prior to purchase.
2. If a vendor will not sell an item using a PO#, you must arrange purchases through your child's Contact Teacher. Send completed form to [admin@ascendonline.ca](mailto:admin@ascendonline.ca) by May 15<sup>th</sup> of the current school year.

**Note:** Request for purchase may be declined if guidelines for purchase are not met. Please refer to the attached sheet below for further information.

*General Information*

Full Name of Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
 Full Name of Parent: \_\_\_\_\_ Course/Subject: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Purchase Order #: \_\_\_\_\_

*Purchase Information*

	Vendor Name	Item Description (Please explain briefly how each purchase/activity supports the SLP)	Qty	\$ Per Item	Sub Total
1)					
2)					
3)					
4)					
5)					
	<b>Shipping/Delivery Charges (if applicable)</b>				
	<b>Grand Total (\$):</b>				

*(Completed By Contact Teacher Only)*

Approved by (Full Name of Contact Teacher): \_\_\_\_\_

Signature of Contact Teacher: \_\_\_\_\_ Date Signed: \_\_\_\_\_

*Please use another form if necessary!*

## Curriculum Funding Guidelines

Each child is given a Purchase Order # once all of the paper work has been sent to the office.

### Required documents:

- Proof of residency form
- Copy of the child's birth certificate
- Parent agreement form
- Loan agreement form

### The PO# is used by the parents for curriculum resources:

Amount of money budgeted for curriculum for each child if enrolled before Sept. 30 of the current school year:

- \$1000 for grades K to 9
- \$125 for each "individualized" course in grades 10 to 12

Amount of money budgeted for curriculum for each child if enrolled after Sept. 30 and before Feb. 15 the current school year:

- \$500 for grades k to 9

Amount of money budgeted for curriculum for each child if enrolled after Feb, 15 but before April 30 of the current school year:

- \$200 for grades K to 9

The PO# can be used to buy curriculum at a wide selection of vendors listed on the web site or other supplier parents choose in consultation with the Educational Coach.

### Curriculum funding for grades 10-12 individualized

There is a curriculum funding allocation only to students in "individualized" courses. These "individualized" courses tend to be the Applied Skills and Fine Arts courses.

### What can curriculum funding be used for?

Student Curriculum Funds may be directed to any curriculum, activity or equipment that are supported by the SLPs (Student Learning Plan):

#### Subject to \$600 ministry cap:

1. **3rd party service provider** - These are any service rendered to students from outside the school (ex. Music, sports, swimming lessons; Drama or Art Classes). Criminal Record Checks (CRCs) will required for individual vendors.
2. **Consumables** - Art or Science materials that are consumed, Educational software not included in ASCEND enrollment.

#### Not subject to \$600 ministry cap:

1. **Textbooks and resources directly part of school based program**
2. **Computer or equipment loans** – subject to academic need noted in the SLP.
3. 80% of internet bill (Sept & April bills submitted in May) up to \$300 per year for internet connection.

\* **Note:** Computers, technology components or educational equipment are loaned or leased from ASCEND and remain ASCEND property unless purchased directly from ASCEND. Please see the computer/equipment lease information sheet on the website.

**Curriculum funding cannot be used to purchase:** Animals or animal food, music instruments (unless leased), oversized sports equipment (ex. trampolines, canoes,, food, gas, lodging, tutors (SE students excluded)).

As per Ministry guidelines, schools are NOT permitted to transfer curriculum funds directly to a family. Parents cannot buy items, and then submit receipts and get reimbursements.