

Switzerland County School Endowment Corporation Request

Date: _____ Date received by Central Office: _____

Name of Teacher/Sponsor/Coach/Principal/Staff: _____

School Building: _____

Explanation of why item is needed: _____

Cost of item(s) requested: _____

Please attach appropriate documentation that outlines the cost of the item(s) requested. Include information about the item(s) / product(s) that will give the endowment corporation the information necessary to make a decision.

PLEASE ATTACH THREE QUOTES OR EXPLAIN IF UNABLE TO INCLUDE:

Signature of Person making request

Date of School Board Approval

Signature of Building Principal

Date of Endowment Board Approval

Signature of Superintendent

**** Approval by School Board indicates
acceptance of donation from
Endowment Board for Project**

*****There may be items requested that will not be brought before the School Endowment Corporation as many requests may be handled by Central Office or building principals. Once items are requested to the Endowment Corporation, the Endowment has thirty days to consider the request before acting. The Switzerland County Endowment Corporation meets once a month to consider requests.