

To: Faculty

From: Doreen Treuden, Business Manager

Date: February 15, 2010

Re: 2010-2011 Budget Requests

Attached are the 2010-2011 budget documents. A few of the forms have been revised, but most are the same as last year. It is very important that all forms are completely filled out. Many of you have developed your own spread sheets for budgeting purposes which is great, but I still need the district forms completed to ensure I have all the information I need to place accurate and timely orders. Faculty requesting supplies from School Specialty will be required to enter orders using the online ordering system. Ordering instructions for School Specialty are included in this packet. Please remember that budget documents are due to principals, Darnell Reppen, Jeff Smrecek or Doreen by **March 15th** (see cover page for listing). Faculty new to the district this year should make contact with your mentor, building principal or myself to answer any questions you may have. Thank you in advance for your time and attention to this task.

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE 2010-2011 BUDGET PACKET

This budget packet contains the following information:

	<u>Due Dates</u>	<u>Due To</u>
A. Budget Development Guidelines		
B. Account Numbers Document		
C. Vendor Information Document		
D. Budget Request Summary Form (Form B-1)	Mar. 15	Principal
E. Budget / Purchase Order / Check Request Forms (5) (Form B-2)	Mar. 15	Principal
F. Pupil Transportation Request Form (Form B-3)	Mar. 15	Principal
G. Capital Equipment Request Form (Form B-4)	Mar. 15	Principal
H. Computer Software Request Form (Form B-5)	Mar. 15	Principal
I. AV Media Request Form (Form B-6)	Mar. 15	Darnell Reppen
J. Maintenance Project Request Form (Form B-7)	Mar. 15	Jeff Smrecek
K. Salary Schedule Lane Change Form (Form B-8)	Mar. 15	Doreen Treuden

2010-2011

BUDGET DEVELOPMENT GUIDELINES

1. **Make copies** of the Budget/Purchase Order/Check Request Form. This form is used to identify budget/purchasing requests for each grade level/department by vendor.
2. The Budget/Purchase Order/Check Request Form should be filled out in its entirety; including type of request, budget category, reason for request, vendor information, item information, and account number. **For the "requested by" section a staff member name is required.** Account number information and object categories (supplies, equipment, etc.) are listed on the Account Number Document.
3. Separate Budget/Purchase Order/Check Request Forms will be filled out for each budget category and each vendor within that category. Equipment objects are individual items priced over \$1,000.
4. Several vendors provide supply order forms with their catalogs. These can be used with the Budget/Purchase Order/Check Request Form. On the Budget/Purchase Order/Check Request Form, write "per attached order form" in the item description section along with the total order cost.
5. General office supplies will be ordered by the building Secretary. Please see them with any general office supply requests you may have. General office supplies are ordered through Staples online. You may use the online catalog to gather price and item information. The vendor information document provides information on discounts, shipping costs, and salespeople.
6. **Grade level, discipline level, and building level co-operative budgeting is encouraged.**
7. Plan your budgets to include all items needed during the school year, not only those items needed at the beginning of the school year.
8. Use the Summary Form to summarize all of your Budget/Purchase Order/Check Request Forms. The Summary Form and Budget/Purchase Order/Check Request Forms must be turned in to your building Principal by March 15th.
9. For mileage reimbursement expense, please refer to the policy enclosed in this packet.
10. Fieldtrips - in figuring your fieldtrips, use \$1.69/mile and \$14.96/hour. A minimum of \$66.00 will be charged for out-of-town trips and \$34.00 minimum for in-town trips.
11. Resale expenditure and receipt accounts are established and will remain the same as 2009-2010. Do not purchase resale items that you do not expect to resell during the 2010-2011 school year. Resale item inventories are discouraged.
12. Please submit all **Maintenance Project Request Forms (Form B-7) to Jeff Smrecek by March 15th.** These requests do not include routine cleaning. We need to plan in advance to allow enough time to complete these projects by August. If you need help in getting cost estimates or gathering information on certain projects please contact Jeff Smrecek.
13. Please submit all **Computer Software Request Forms (Form B-5) to your Building Principal by March 15th.** If you need help in getting cost estimates or gathering information please contact Nathan Hruby.
14. Objects 551 and 561 for equipment are used with items over a \$1,000.00 unit price. Equipment items with a unit price less than \$1,000.00 should use object 440. It is **VERY IMPORTANT** to make sure there is a justification listed for each capital request. Do not leave the reason for request blank.
15. Make sure to include shipping charges and inflation on all items, especially on textbooks and equipment where freight can be significant.

16. Any new textbook purchases being planned for 2010-2011 must go through the selection process. Each individual instructor will estimate budget amounts needed for all new textbooks. Textbook recommendations and price estimates must be approved by the Superintendent prior to being included in the budget.
17. If the district receives any gifts of money, the gift will be processed and expended in accordance with the school board policy. The business office will establish the exact budget codes for each gift.
18. Assistance is always available from the Business Manager or Building Principal. Please ask any questions that you may have.
19. **Reminder** - Do not mail in classroom periodical reorder forms. Send reorder forms to the business office with all pertinent information completed. The business office will submit the renewal in time for price discounts. You will need to complete budget request forms for periodical expenses as usual and submit with your budget packet.

**2010-2011
DEERFIELD COMMUNITY SCHOOL DISTRICT
BUSINESS OFFICE
ACCOUNT NUMBERS DOCUMENT**

Account numbers are used to identify purchases to a specific fund, location, object, function, and program/project. Account numbers need to be included on purchase order/check request forms and expense reimbursement forms. The following is an example of a complete account number:

Teacher "A", a high school business education teacher, requests the following: Supplies----> 10 E 400 411 132000 000

This document lists the most common account numbers only. Please see your Principal or the Business Manager if you need additional account numbers or information about an account not listed.

<u>FUND</u>	<u>LOCATION</u>	<u>OBJECT</u>	<u>FUNCTION</u>	<u>PROGRAM/PROJECT</u>
10-E (General)	100 (Elementary)	310 (Personal Services)	110000 (Grades K-6)	000 (Grades 7-12)
27-E (Special Ed)	200 (Middle School)	341 (Pupil Travel)	121000 (Art)	011 (Special Ed. Aidable)
80-E (Bridges)	400 (High School)	342 (Employee Travel - Mileage)	122000 (English)	019 (Special Ed. Non-Aidable)
	800 (District)	411 (General Supplies)	122110 (Reading)	341 (Special Ed Flow-Through Grant)
	(Special Ed)	412 (Workbooks)	123219 (Spanish)	347 (Special Ed EC Grant)
		415 (Food)	124000 (Math)	420 (Carl Perkins)
		417 (Paper)	125100 (Music)	601-606 (Grades 1-6)
		434 (Periodicals)	125400 (Vocal Music)	614 (Kindergarten)
		941 (District Dues and Fees)	125500 (Instrumental Music)	765 (Charter School)
		942 (Employee Dues and Fees)	126000 (Science)	
		943 (Pupil Dues and Fees)	127000 (Social Studies)	
		132000 (Business)		161322 (National Honor Society)
		135000 (F/CE)		161339 (Forensics)
		136000 (Technology Education)		161350 (Academic Decathlon)
		141000 (Health)		161390 (Student Council)
		143000 (Physical Education)		162000 (General Athletics)
		152000 (Early Childhood)		162105 (Girls Basketball)
		156600 (Speech/Language)		162107 (Girls Cheerleading)
		158000 (Special Education)		162116 (Girls Soccer)
		172000 (Gifted and Talented)		162117 (Girls Softball)
		213000 (Guidance)		162119 (Girls Track & Field)
		214400 (Nursing)		162121 (Girls Volleyball)
		215000 (Psychologist)		162204 (Boys Baseball)
		218100 (Occupational Therapist)		162205 (Boys Basketball)
		218200 (Physical Therapist)		162210 (Boys Football)
		222000 (Library Media Center)		162216 (Boys Soccer)
		256770 (Field Trip Transportation)		162219 (Boys Track & Field)
		161306 (Dramatics Club)		162222 (Boys Wrestling)
		Fund 99 - 162308 (Cross Country)		161320 (Math Club)
		163314 (Winter Holiday Program)		

EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the District Administrator. Such expenses may be approved and incurred in line with budgetary allocations for a specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

A variable reimbursement rate will be based on the price of regular unleaded gasoline posted on the pump at the Deerfield BP or Deerfield Mobil (which ever is lower) established on the 1st of each month. The reimbursement rate will remain the same during the month.

Mileage is always paid on the shortest route basis and the school district is the preliminary point for starting from and returning to unless the claimant's home is closer to the point of:

Cost/Gal. Of Unleaded	Reimbursement		Cost/Gal. of Unleaded	Reimbursement
Up to 1.999	.34		3.500 – 3.999	.54
2.000 – 2.499	.39		4.000 – 4.499	.59
2.500 – 2.999	.44		4.500 – 4.999	.64
3.000 – 3.499	.49		Greater than \$5.00	.69
* In any instance, the allowable reimbursement rate shall not exceed the maximum rate allowable under IRS regulations.				

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE VENDOR INFORMATION DOCUMENT

The selection of vendors for district purchases is an important process. The business office negotiates discounts and conditions with the most commonly used vendors. The staff member completing a Budget / Purchase Order / Check Request Form must then decide which vendor offers the product that they are looking for at the best available price/condition. Staff members should contact vendors not listed on this document to obtain discounted or bid pricing. Please contact the business office if you have any questions regarding vendor selection. This list is not meant to be all inclusive.

<u>Vendor</u>	<u>Discount</u>	<u>Conditions</u>	<u>Contact</u>
Nasco	5-20%	See attached Nasco quote	Dave Johnson 1-800-558-9595 ext. 5539
School Specialty	20%	Online Ordering required for 2010-11 Contact Doreen for user ID and passcodes www.schoolspecialtyonline.net	Tim Fitzpatrick 608-825-2894 tfitzpatrick@schoolspecialty.com
Sax Arts & Crafts	15%	No shipping costs for orders over \$100	Tim Fitzpatrick 608-825-2894 tfitzpatrick@schoolspecialty.com
Staples		Online Ordering See Catalog or go to www.staples.com for item selection. Prices in catalog and on website are not our contract prices. Building Secretaries have access to price and ordering system. Free Shipping on orders over \$30.00.	Fred Lentz 1-800-693-9900 Ext.415 fred.lentz@staples.com
Quill.com	10%	Free shipping on most orders over \$50	District acct. # C685153

To better serve you, School Specialty introduces our new, integrated online ordering system.

Our new website continues to be simple, secure and easy-to-use which helps save you time & money. Online ordering offers you an efficient way to submit orders and provides accurate pricing and order tracking. We have retained all the features you are used to such as displaying your pricing, easy order entry by item number, browse by category and key word searching.

Plus, there are new, time-saving features to help you work more efficiently:

- You can now import an order from an Excel spreadsheet!
- You now have access to view ALL your order history – including fax, phone and mail orders!
- Share your cart with a colleague to quickly share ideas on classroom materials!
- Create lists of commonly purchased items for future purchases!

Make sure to take a look at our online Digital Catalogs – a great way to view and shop our catalogs electronically. You can even add items to your cart while viewing!

Quick Instructions:

- Go to: <https://store.schoolspecialtyonline.net>
(Add the new URL to your Favorites list)
- Choose a Store to shop in
- Click **LOGIN/REGISTER**
- Enter your user name and password under **Returning Customers**, click **SIGN IN**

Username: is first initial and last name DS, all in caps (e.g. MBECKERDS)

Password: welcome123 (if this password does not work for you, please call Doreen)

Quick Tip:

There are complete **Help Documents** that will assist you in entering, saving, submitting and tracking your orders. They are found under Help/FAQ's on each site on the right hand side of the page. Please take a moment to review or print the **ENTERING ORDERS** help document.

We hope you enjoy your updated shopping experience. If you have any questions or concerns with our website, please contact our **Online Support at 800-513-2465 x 2** or email us at onlinehelp@schoolspecialty.com.

We value you as a customer and look forward to serving you.

Beth Stallings
Vice President, eBusiness Development



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65 years of service

WORLDWIDE SERVICE TO EDUCATION • HEALTH • AGRICULTURE • INDUSTRY

901 JANESVILLE AVENUE FORT ATKINSON, WISCONSIN 53538-0901

PHONE 920-563-2446 FAX 920-563-8296

www.eNasco.com E-mail: info@eNasco.com

BLANKET DISCOUNT

NASCO QUOTE NUMBER: 45904

(must be shown on orders)

Nasco catalogs involved with this bid:	DISCOUNT OFF UNIT PRICE	NEW CATALOG EFFECTIVE
Agricultural Sciences	10%	OCT
Arts & Crafts (5% on "Z" items)	20%	JAN
Early Learning	15%	JAN
Elementary Math & Science	15%	JAN
Family & Consumer Sciences	10%	JAN
Geometry/Algebra	15%	JAN
Hands-On-Health	10%	FEB
Math	15%	JAN
Physical Education & Team Sports	10%	JAN
Reading Resources	10%	JAN
Science	15%	JAN
Special Education	10%	SEPT

\$50.00 Minimum Order Requirement

TERMS: Net 30 days

DELIVERY: Approx. 7-21 days ARO

F.O.B. DESTINATION: Nasco pays shipping except for live or hazardous material and items with a "Z" or "KM" prefix or a truck logo. Call 1-800-558-9595 for answers to your shipping questions.

NOTE:

- Ready-or-Not Tot® and accessories, To-Sew, and Haan Craft® kits are not discounted.
- *Xenopus* frogs and live material coupon cards are not discounted.
- Discounts are off unit price, not quantity price. If the quantity price is lower than the discounted unit price, you receive the lower quantity price.
- Truck shipments are dock delivery.
- Catalogs are mailed annually to teachers upon publication. Additional copies available upon request.

STOP

BEFORE YOU CONTINUE.

Make as many copies of the original remaining forms as you need to complete your budget.

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE BUDGET REQUEST SUMMARY FORM (Form B-1)

This form is used to summarize all of your Budget Request Forms. Add up the total of your Budget Request Forms for each budget category. Budget Request Forms should be attached to this sheet. Separate Budget Request Forms need to be filled out for each budget category and for each vendor within that category.

REQUESTED BY: _____
(Staff Member Name & Subject/Area/Grade)

DATE: _____

REGULAR BUDGET (Fund 10)

<u>OBJECT</u>	<u>REQUEST</u>
310 (Personal Services)	\$ _____
342 (Travel)	\$ _____
411 (General Supplies)	\$ _____
412 (Workbooks)	\$ _____
415 (Food Supplies)	\$ _____
417 (Paper)	\$ _____
434 (Periodicals)	\$ _____
470 (Textbooks)	\$ _____
941 (District Dues & Fees)	\$ _____
942 (Employee Dues & Fees)	\$ _____
943 (Pupil Dues & Fees)	\$ _____
___ (Other-_____)	\$ _____
*Pupil Transportation (Form B-3)	\$ _____
Capital Equipment (Form B-4)	\$ _____
Computer Software (Form B-5)	\$ _____
AV Media (Form B-6)	\$ _____
Maintenance Projects (Form B-7)	\$ _____
Total Budget Request	\$ _____

SPECIAL ED. BUDGET (Fund 27)

<u>OBJECT</u>	<u>REQUEST</u>
310 (Personal Services)	\$ _____
342 (Travel)	\$ _____
411 (General Supplies)	\$ _____
412 (Workbooks)	\$ _____
415 (Food Supplies)	\$ _____
417 (Paper)	\$ _____
434 (Periodicals)	\$ _____
470 (Textbooks)	\$ _____
941 (District Dues & Fees)	\$ _____
942 (Employee Dues & Fees)	\$ _____
943 (Pupil Dues & Fees)	\$ _____
___ (Other-_____)	\$ _____
Pupil Transportation (Form B-3)	\$ _____
Capital Equipment (Form B-4)	\$ _____
Computer Software (Form B-5)	\$ _____
AV Media (Form B-6)	\$ _____
Maintenance Projects (Form B-7)	\$ _____
Total Budget Request	\$ _____

*High/middle school field trip expenses are to be paid by the parent/guardian.

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE BUDGET/PURCHASE ORDER/CHECK REQUEST FORM

This form is used to request budget dollars, purchase orders, or checks. Personal reimbursements shall be made on the REIMBURSEMENT REQUEST FORM. Budget requests should be made when the item(s) are not immediately needed, but will be needed during the next school year and ordered in the future. Purchase orders should be requested when ordering supplies, equipment, etc. Open purchase orders are available for ongoing purchases. Vendor order forms can be used and attached to this form. Checks should be requested when purchase orders are not accepted or for registrations, dues, fees, etc. Documentation shall be attached for all check requests. Please call the business office at Ext. 3170 if you have any questions.

This request is for a (check one) ☐ Check ☐ Purchase Order ☐ Budget Approval Only
____ Order During Summer
____ Order on _____ (date)
____ Other Instructions _____

Budget category (check one) ☐ Curriculum Budget (Fund 10) ☐ Special Ed. Budget (Fund 27)
☐ Library Budget (Fund 10) ☐ Bridges (Fund 80)

REQUESTED BY: _____ DATE: _____
(Staff Member Name Required)

(Grade, Department, Program)

REASON : _____

FROM: _____ TELEPHONE #: _____
(Name of Company)

(Address)

(City, State, Zip) TOLL FREE #: _____
FAX #: _____

QTY.	CATALOG #	ITEM & DESCRIPTION	UNIT PRICE	TOTAL COST

<input type="checkbox"/> Check here if additional items are ordered on the back of this sheet.	Total	\$
	+ Total From Back of Sheet	\$
	+ Shipping And Handling (if unknown, use 10%)	\$
	= GRAND TOTAL	\$

ACCOUNT CODES: _____ = \$ _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

(Fund) (Location) (Object) (Function) (Project) (Amount)

SUPERVISOR'S APPROVAL: _____ DATE: _____

PO#: (To Be Assigned By Business Office) _____

ADDITIONAL ITEMS

[illegible]

Total This Page

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE PUPIL TRANSPORTATION BUDGET REQUEST FORM

This form is used to request budget dollars for pupil transportation. Please note that approval here is for budgeting purposes only. Actual trips need administrative approval as in the past. Please call the business office at Ext. 3170 if you have any questions.

REQUESTED BY: _____ DATE: _____
(Staff Member)

(Grade, Department, Program)

1. Trip Purpose: _____

2. Destination: _____ 3. Passenger Count: _____

4. Number of Buses Needed: _____

5. Estimated Travel Costs:

of miles _____ X \$1.69 X # of Buses _____ = \$ _____

of hours _____ X \$14.96 X # of Buses _____ = \$ _____

Total Estimated Travel Costs: \$ _____

(Minimums: \$34.00/bus for in-town trips & \$66.00/bus for out-of-town trips)

6. Miscellaneous Associated Expenses

	Amount	Quantity	Total
Meals			
Registration Fees			
Admission Fees			
Other (Specify)			
Other (Specify)			

7. Anticipated Revenues

	Amount	Quantity	Total
Student Fees			
Other (Specify)			
Other (Specify)			

Totals: Total Expenses \$ _____ - Total Revenues \$ _____ = Total District Cost \$ _____

SUPERVISOR'S APPROVAL: _____ DATE: _____

District Office Use Only:

ACCOUNT CODES: _____ - _____ - _____ - _____ = \$ _____

_____ - _____ - _____ - _____ = \$ _____

_____ - _____ - _____ - _____ = \$ _____

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE CAPITAL EQUIPMENT REQUEST FORM

This form is used to request capital equipment. Please note that capital equipment is considered any equipment that costs more than \$1,000 either individually or as a group. Please call the business office at Ext. 3170 if you have any questions.

REQUESTED BY: _____ DATE: _____
(Staff Member)

(Grade, Department, Program)

1. This item is: ☐ New ☐ A Replacement

For replacement items, please indicate what happened to the original item:

2. Description of Item:

3. Justification for Item:

4. Priority: ☐ VITAL - Necessary to Operate Program
☐ ESSENTIAL - Enhances Educational Program
☐ DESIRABLE - Would be Beneficial to Program

5. Estimated Cost of Item: \$ _____

6. Potential Source for Item: Vendor: _____
Item #: _____
Phone Number: _____
Contact Name: _____
Website: _____

SUPERVISOR'S APPROVAL: _____ DATE: _____

District Office Use Only:

Estimated Item Cost: \$ _____

Account Code: ____ - ____ - ____ - ____ - ____ = \$ _____

Budget Approval Status: ☐ Approved ☐ Denied

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE COMPUTER SOFTWARE REQUEST FORM

This form is used to request computer software. If you need help selecting software and/or vendors, please contact Nathan Hruby at Ext. 1113. Please call the business office at Ext. 3170 if you have any questions.

REQUESTED BY: _____ DATE: _____
(Staff Member)

(Grade, Department, Program)

1. Software Title: _____
Item #: _____
Estimated Cost per Item: \$ _____
Quantity: # _____ Single # _____ Lab Packs # _____ Site Licenses # _____ District Licenses

2. Description of Item: _____

3. Item Details: ☐ IBM Computer ☐ CD-Rom
☐ Mac Computer ☐ Internet Download

4. System Requirements: _____

5. Rationale for use of the software and how it is to be used in your curriculum: _____

6. Do you know of any additional costs in the future to operate the program (upgrades, additional hardware, other items)? _____

7. Priority: ☐ VITAL - Necessary to Operate Program
☐ ESSENTIAL - Enhances Educational Program
☐ DESIRABLE - Would be Beneficial to Program

8. Potential Source for Item:
Vendor: _____ Address: _____
Phone Number: _____ Fax Number: _____
Contact Name: _____ Website: _____

Supervisor's Approval: _____ Date: _____

Technology Coordinator's Approval: _____ Date: _____

District Office Use Only:

Estimated Total Cost: \$ _____
Account Code: _____ - _____ - _____ - _____ = \$ _____
Budget Approval Status: ☐ Approved ☐ Denied

2010-2011

**DEERFIELD COMMUNITY SCHOOL DISTRICT
BUSINESS OFFICE**

This form is used to request AV Media to be purchased through the library budget. If you need help selecting media and/or vendors, please contact **Darnell Reppen**. This form should be turned into **Darnell Reppen**. Please call the business office at Ext. 3170 if you have any questions.

REQUESTED BY: _____
 (Staff Member)

 (Grade, Department, Program)

DATE: _____

1. Media Title: _____
 Item #: _____
 Estimated Cost per Item: \$ _____
 Quantity: _____

2. Description of Item:

3. Hardware needed to run media:

<input type="checkbox"/> VCR	<input type="checkbox"/> CD-Rom	<input type="checkbox"/> Audio CD Player
<input type="checkbox"/> DVD Player	<input type="checkbox"/> Audio Tape Player	<input type="checkbox"/> Other

4. Rationale for use of the media and how it is to be used in your curriculum:

5. Do you know of any additional costs in the future to operate the media (upgrades, additional hardware, other items)? _____

6. Priority:

- ☐ VITAL - Necessary to Operate Program
- ☐ ESSENTIAL - Enhances Educational Program
- ☐ DESIRABLE - Would be Beneficial to Program

7. Potential Source for Item:

Vendor: _____	Address: _____
Phone Number: _____	Fax Number: _____
Contact Name: _____	Website: _____

Supervisor's Approval: _____ Date: _____

District Librarian's Use Only:

Account Code: - - - - = \$

Budget Approval Status: ☐ Approved ☐ Denied

Teacher Notified: / /

2010-2011

**DEERFIELD COMMUNITY SCHOOL DISTRICT
BUSINESS OFFICE**

MAINTENANCE PROJECT REQUEST FORM - TO JEFF SMRECEK by March 15th

This form is used to request large maintenance projects for the upcoming budget. Routine summer cleaning should not be requested. If you need assistance describing or requesting the project, please contact Jeff Smrecek at Ext. 3178. Please call the business office at Ext. 3170 if you have any questions.

REQUESTED BY: _____
 (Staff Member)

 (Building & Room Number)

DATE: _____

1. Description of Project:

[illegible]

2. Justification for Project:

[illegible]

Supervisor's Approval: _____ Date: _____

Priority: ☐ VITAL - Safety Concern
☐ ESSENTIAL - Enhances Educational Environment
☐ DESIRABLE - Would be Beneficial

District Office Use Only:

B & G Supervisor's Approval: _____ Date: _____

Estimated Project Cost: \$_____

Account Code: - - - - = \$

Budget Approval Status: ☐ Approved ☐ Denied

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE

SALARY SCHEDULE LANE CHANGE FORM - TO DOREEN TREUDEN by March 15th

Please complete this form for any 2009-2010 anticipated salary schedule lane changes. This form is for the budgeting process only. No administrative approval is required on this form. Please call the business office at Ext. 3170 if you have any questions.

Name: _____

1. Anticipated 2010-2011 Lane Change

At the end of the 2009-10 School Year I was at:	<input type="checkbox"/> BS <input type="checkbox"/> MS	+	credits
+ credits to be earned Spring 2010		+	credits
+ credits to be earned Summer 2010		+	credits
+ credits to be earned Fall 2010		+	credits
Anticipated 2010-2011 Final Salary Lane	<input type="checkbox"/> BS <input type="checkbox"/> MS	+	credits

Please remove this form and submit it to Doreen Treuden in the District Office **March 15th, 2010** if you anticipate a lane change for next year (2010-2011).

*****Note: Don't forget to renew your license with DPI by June 30th if it expires this year!*****

District Office Use Only:

Estimated Cost Difference: \$ _____

Account Code: ____ - ____ - ____ - ____ - ____

Budget Entry Status: ☐ Entered