HICKORY CREEK ELEMENTARY
Parent Teacher Organization

HCE Software Grant Request

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Criteria for Software Grants

• The lead teacher of each grade level can submit a software grant request no sooner than the 1st day teachers report to work for the school year. Multiple software grants can be submitted by each grade.

• Software grants are to be approved by the principal to ensure other sources of funding are not available or appropriate.

• Checks will no longer be administered without first attempting to have PTO purchase the software. This is in order to have PTO file necessary receipts/paperwork for our annual audit.

• Software grant money cannot be rolled over to a subsequent school year. Any remaining software grant money will be forfeited.

• Software grants will be filled on a first come, first serve basis until the budget allocation is met. Software grants may be submitted in advance of the date they are needed to ensure that funds are held to fulfill the request.

Date of request: _____   Grade level: _____

Name: _____   Phone number: _____

Email address: _____

Amount of request: _____   Date funds required: _____

Please explain how the software grant will be used. Include specifics such as what should be purchased, any measured outcomes and why additional funding support is needed.

_____

_____

_____

_____

Requestor signature: _____   Lead Teacher signature: _____

Principal Signature: _____   [ ] Approved or [ ] Denied

_____

HCE PTO USE ONLY:

[ ] Approved / Amount: _____

[ ] Denied

PTO President signature: _____   PTO Treasurer signature: _____

Updated May 26, 2022