

## Request for BUP Funds

There are BUP funds available to assist students who are experiencing financial difficulties. These funds may be requested for a student only one time per school year and may not exceed \$50 to help defray or cover the cost of clothes, glasses, medications, bedding, coats etc. These funds can also be requested to assist with the cost of a class trip ONCE per year not to exceed \$50.00.

Procedure:

1. Please complete and submit this form to any BUP officer.
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.

\*If this money is being used towards an item that costs more than \$50, please submit a description with an administrator and staff member signature stating what purchase the funds will be supplementing.

For Example:

*I am requesting \$50 to be used towards Thanksgiving Baskets for 5 students in the department.*

*Signed     Joe Teacher and Jane Vice Principal                     Date*

I am requesting \_\_\_\_\_ to be used for  
Amount

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Student name and/or Activity.

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Signature(s) \_\_\_\_\_

Date \_\_\_\_\_