



2020– 2021

Extra-Curricular Activity Eligibility Purchase Order / PAR Release Form

Campus: _____ Date: _____ Requisition / PAR number: _____

Employee Name (if applicable): _____

The following questions must be answered YES for the activity / expenditure to be tax credit eligible:

Table with 3 columns: Question, Yes, No. Contains 9 eligibility questions regarding activity sponsorship, enrollment, fees, and board approval.

Extracurricular Activity means any optional non-credit educational or competitive activity which supplements the educational program of the school whether before, during or after regular school hours.

- The undersigned signatures indicate that the items/hours referenced on this purchase order/PAR are to be used for the following specific Extra-Curricular Activity Program: _____
• What curriculum content area does this activity support and how does this expenditure enhance that learning? _____

Teacher Signature: _____ Administrator Signature: _____

- Please indicate one of the following:
[] Designated funds for the following activity: _____
[] Non-designated funds (requires approval below)
• The undersigned signatures are submitted from the school site council to authorize expenditures from non-designated funds. The extra-curricular activity must be noted above.

Site Council Chairperson Signature _____ Date of Site Council Meeting: _____
(Required only for use of non-designated funds)

This form must be completed and attached to purchase requisition or PAR when submitted.

Purchasing and HR – attach this form to approved purchase order or PAR. (Form revised 3/2017)