



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, optional status, non-credit status, educational supplementation, 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. Types of expenditures can include classroom field trips, after-school enrichment programs, and athletic and tournament fees and does not allow these funds to be used for recreational or amusement trips. To be eligible for tax credits, extracurricular activity fees have been adopted by the Governing Board at a public meeting. Any fees charged must be no more than the actual costs of the activity. {A.R.S. § 15-342(24)}

- 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 7/2020)