

**IRONWOOD RIDGE HIGH SCHOOL  
AUTHORIZATION FOR TAX CREDIT EXPENDITURE**

DATE \_\_\_\_\_

# \_\_\_\_\_ ACCOUNT/ACTIVITY: \_\_\_\_\_ AMT\$ \_\_\_\_\_

TYPE OF EXPENDITURE: \_\_\_\_\_

REQUEST FOR: **CHECK OR PURCHASE ORDER**  
(CIRCLE ONE)

QUOTES ATTACHED: **YES OR NOT NEEDED**  
(3 QUOTES REQUIRED FOR NONCONTRACTED VENDERS)

PERSON/VENDOR

RECEIVING EXPENDITURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ROUTING INSTRUCTIONS *CIRCLE ONE*: MAIL FAX (# \_\_\_\_\_) INBOX PICK-UP  
(Checks cannot be left in your inbox-they must be mailed or picked up)

PERSON REQUESTING: \_\_\_\_\_ PRINCIPAL: \_\_\_\_\_ DATE \_\_\_\_\_  
(PRINCIPAL MUST SIGN TAX CREDIT REQUESTS)

**Use of Tax Credit Funds - Eligibility and Justification**

Extracurricular Activity: \_\_\_\_\_

Per statute, certain uses of tax credit funds are specifically allowable. Most uses are not specifically listed in statute, however. Please use this form to help determine if your contemplated expenditure meets the eligibility criteria and can therefore be paid for from tax credit funds. The original of this form should be kept as back-up with the school's request for use of funds. A copy should be forwarded to Finance. Uses specifically allowable by statute:

- ☐ Band uniforms
- ☐ Equipment or uniforms for varsity athletic activities
- ☐ Scientific laboratory materials
- ☐ In-state or out-of-state trips that are solely for competitive events
- ☐ Standardized testing and related prep courses and materials
- ☐ Career & Technical Ed Industry certification assessments
- ☐ Character Education programs that include instructions of at least six-character traits

**No foreign travel is eligible for funding from tax credit donations.**

If your contemplated use is not on the above list, go through the following nine criteria to help determine if your activity is considered extracurricular, per statute.

		YES	NO
1	Is the activity sponsored by the district/school?		
2	Is the activity for enrolled students?		
3	Is the activity optional?		
4	Is the activity non-credit?		
5	Does the activity supplement the district/school educational program?		
6	Does the district/school charge a fee for the activity?		
7	Is the activity fee paid directly to the district/school?		
8	Was the fee for this activity adopted by the Governing Board at a public meeting after notice to all enrolled students?		
9	Has the Governing Board authorized the Principal to waive all or part of the activity fee if it creates economic hardship for student?		

If the answer to any of the above questions is "No," your activity is not considered extracurricular, and can therefore **NOT** eligible for tax credit funding. If the answer to all of the above questions is "Yes," your activity is considered extracurricular, and therefore is eligible for tax credit funding.

**Please provide a short explanation of your proposed expenditure and how it relates to the performance of this extracurricular activity** \_\_\_\_\_

Bookstore Use - Manager Auth- \_\_\_\_\_ Date- \_\_\_\_\_

Check #- \_\_\_\_\_ Date- \_\_\_\_\_

Revised 2/10/2023