

**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, 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 as least six-character traits

Please note that all activities that include travel **must** have competitive component. **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 eight criteria to help determine if your activity is considered extracurricular, per statute. **Eight Key Questions:**

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the activity school-sponsored? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the activity for enrolled students? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the activity optional? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the activity non-credit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the activity supplement the district/school's educational program? |
| <input type="checkbox"/> | <input type="checkbox"/> | If an activity fee is charged, is it paid directly to the district/school? |
| <input type="checkbox"/> | <input type="checkbox"/> | If an activity fee is charged, was the fee for this activity adopted by Governing Board at public meeting after notice to all parents of enrolled students? |
| <input type="checkbox"/> | <input type="checkbox"/> | If an activity fee is charged, has the Governing Board authorized the Principal to waive all or part of the activity fee if it creates an economic hardship for a student? |

If the answer to any of the above questions is "No," your activity is not considered extracurricular, and can therefore not use tax credit funds. If the answer to all of the above questions is "Yes," your activity is considered extracurricular, and therefore can use tax credit funds.

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- _____