



BERNALILLO PUBLIC SCHOOLS
Instructional Budget Request Form

Used to request Professional Development, Supplemental Materials, Conferences, and Other Contract Services

Name: _____ Location/School Site: _____
Date: _____ Program: _____

Check one: Prof Development Supplemental Materials Other Contract Services Conference

Description of Request (Include Vendor Name and Pertinent Info):

Purpose/Reason for the Activity or Request:

Benefit to Students (How does this align with the strategic plan and current district initiatives?):

Benefit to School Site (How will staff be informed and how will you ensure implementation?):

Funding Source (account code) and Cost (Attach Quotes):

Supervisor/Administrator's Signature

Date

Fund/Grant Manager Signature

Date

Final approval for travel will be determined by the Superintendent and Business Office