

Foundation for Clovis Schools

Budget/Order Template Instructions

Budget/Order Template (10 points) – NEXT PAGE

IMPORTANT: You must download this form to your computer's hard drive and complete it in Adobe. Do NOT complete in an internet browser window as it will not save properly.

Include ALL information needed to place the order on your behalf, including:

- Vendor/Website Name
- Vendor Address
- Quantity
- Description of Item: Include item #, color, size, ISBN # for books/CDs/etc.
- Cost Per Item
- Subtotal
- Tax: You must calculate sales tax in your template (7.975%). CUSD is required to pay sales tax even when the vendor doesn't charge CA tax. Please add this amount to your budget.
- Subtotal + Tax
- Shipping: If shipping amount is unknown, estimate 10% of the subtotal (before tax).
- Total Cost

Additional required information may be required, such as:

- If requesting books, CD's, etc.: An ISBN # must be included.
- If requesting technology items:
 - You MUST verify the requested items are part of the district technology list. Devices must be ordered through approved vendors. Please create your grant budget based on technology pricing and approved items found on: <https://connect.cusd.com/departments/technology/approved-equipment/>. Do not include pricing from Amazon.com or other vendors for technology requests as the Purchasing department cannot use Amazon for these items.
 - All tablets/iPads/Chromebooks must include a \$25 licensing fee per device in your total budget.
- If requesting items from Amazon: Choose the exact item(s) you wish to order, create an Amazon Wish List, and keep your Wish List up to date after submitting in case items sell out or become unavailable.
 - Upload a PDF of your Wish List with your grant narrative and budget, AND
 - Include the link to your Wish List in the "Amazon Wish List Link (if applicable)" field on the application form.
- If requesting an item from a vendor that does not sell from their website: Please upload a copy of the quote(s) from the vendor in the file upload field at the bottom of the application form.

Incomplete applications:

Applications submitted without the requested information will be considered incomplete and will not be considered for a grant award this year. Questions? Contact KellieFeramisco@cusd.com.

