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 (e.g., company name/website, vendor address, item number, description, quantity, unit cost and total cost).

Sales 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.

Shipping:
If shipping amount is unknown, estimate 10% of the vendor subtotal.

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 you wish to order and create an Amazon Wish List. Upload a PDF of your Wish List with your grant narrative and budget.

Incomplete applications:
Applications submitted without the requested information will be considered incomplete and will not be considered or a grant award this year. Questions? Contact NancyPorter@cusd.com.

Foundation for Clovis Schools Classroom and School Grant Program Application * Part 2 - Budget

Complete this table for each grant request and submit with completed narrative at https://www.foundationforclovisschools.com/ClassroomSchoolGrants.aspx. Additional pages may be used if needed. Remember to include tax/shipping, technology licensing fees and do not list discounted/sale prices. **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.**

Project Title: School/Program to Benefit:

Applicant Name: Grant Budget Template Page: of:

Vendor Name/ Address	Qty	Description (incl item #, color, size, ISBN if applicable)	Cost Per Item	Subtotal (Qty x Cost)	Calculate Your Tax (Subtotal x .07975% req'd for all items)	Subtotal + Tax	Shipping	Total Cost
Example: Vernier, 13979 SW Millikan Way, Beaverton, OR	*5*	*Blood pressure sensor, item BPS-BTA, any color*	*$ 105.00*	*$ 525.00*	*$ 41.87*	*$ 566.87*	*$ 12.00*	*$ 578.87*
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GRANT REQUEST THIS PAGE: $ 0 **GRANT REQUEST GRAND TOTAL *(must enter manually)*: $**