

**FLORIDA STATE UNIVERSITY SCHOOL
SCHOOL ADVISORY COUNCIL
POLICIES AND PROCEDURES**

1.0 – Disbursement of School Advisory Council Funds

Policy:

The School Advisory Council (SAC) shall be responsible for disbursing its funds to implement the School Improvement Plan.

Statutory Authority: 1001.452, 1001.42 (16), F.S.

Procedure:

1. Complete a SAC request form. Forms can be completed by anyone (students, faculty, staff, etc).
2. Review the completed request form with one of the principals (elementary, middle or high school). They will be able to determine if there are other sources of funds available for funding the request.
3. If there is no other source for funding the request submit the request to SAC representative for presentation to SAC for review and consideration.
4. SAC will do one of the following:
 - a. Request additional information before considering the request.
 - b. Approve the request (SAC may provide full or partial funding).
 - c. Disapprove the request.
5. If the request is not approved either the SAC representative or the principal will notify the individual.
6. If the request was approved the minutes will reflect the approval and the amount funded.
 - a. Requester completes blue requisition form for supervisor signature and forwards to principal.
 - b. Principal signs requisition form and sends to FSUS accounting.
 - c. When FSUS accounting receives the invoice they will disburse the funds.

Adopted 10-12-06