



CPO WISH LIST REQUEST PROCESS

The CPO is pleased to have allocated a portion of our annual budget to Wish List Requests made by the Curtis staff. By doing so, our goal is to assist with funding equipment, materials, or events that directly enhance the Curtis Middle School's curriculum or experience which otherwise fall outside of the district's budget for the current year. Typical requests range from \$100-\$1,000 and cover a wide variety of areas such as: 3D mini printer, uniforms for the basketball team, recess equipment, standup desks, Push music system, yoga mats, binding machine, various subscriptions, maps, Drumlin Farm visit.

Curtis staff complete the following Wish List Request Form and email to the [CPO board](#) for review. Once the CPO Board has vetted a request, the CPO treasurer will submit it to the Curtis principal for review. With the principal's approval and in accordance with the policies outlined in Section 2.5 of [SPS Policy Manual](#), the request will be submitted for vote and either approved or denied at the discretion of the CPO.

Wish list requests may be submitted at any time however there are three annual cutoff review and approval periods as follows:

- Forms received by **November 15th** - a decision will be made by **December 15th**.
- Forms received by **January 31st** - a decision will be made by **February 28th**.
- Forms received by **May 1st** - a decision will be made by **June 1st**.

The treasurer will notify the principal of approved requests and the front office will submit the purchase order, listing the CPO as the bill to party. Once the invoices have been reviewed and approved by the requesting party or the principal, the CPO treasurer will pay them. The CPO assumes that all technology purchases are handled in accordance with the SPS policy regarding approvals, notification and bar code tracking.

The CPO may perform post purchase reviews/audits within the year of purchase to evaluate the benefit and use of wish list purchases. The CPO Board will request information via e-mail regarding the use and benefit of the wish list request from the staff member who requested it.

- Wish List requests are available to all staff at Curtis Middle School.
- Wish List Request Forms are available on the CPO website.
- Wish List Request Forms need to be filled out completely. The form should include all pertinent information regarding use and benefits to help aid the approval process.



CPO WISHLIST REQUEST FORM

Complete all sections of this form and email with any supporting information to the CPO Board at: cochairs@curtiscpo.org Please include details that help convey the use and benefit of the request. The more information you provide, the easier it will be to review the request. Thank you.

DESCRIPTION OF REQUEST *(be specific, include quantity, attach pictures, descriptions, flyers etc.)*

WHO WILL BENEFIT? *(whole school, specific grade(s), team(s) classrooms or departments)*

HOW WILL THIS BENEFIT THE STUDENTS, STAFF OR SCHOOL?

COST INFORMATION *(provide approximate cost):*

Are there annual costs associated with this purchase? NO YES If yes, indicate amount and explain:

Would this purchase be considered a pilot program? NO YES If yes, provide details:

Is this request time sensitive? NO YES If yes, please explain:

Requested by (name):	
Grade, Team & Subject Taught:	
Date of Request:	

FOR CPO TREASURER USE ONLY:

Date reviewed by CPO Board	
Date reviewed by Principal	
Resolution	