

Southwestern Union Conference
Senior Academy Library Subsidy Application

_____ Conference Office of Education
Address _____

School Name _____ Date _____

Funds are available each year to authorized senior academies for a minimum of **\$2,400** spent on books, periodicals, and software, but not library equipment, furniture or salaries.

The funds come from the following sources:

1. The senior academy appropriates **\$800**.
2. The conference appropriates **\$800**.
3. The Southwestern Union Conference appropriates **\$800** after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By **February 1**, senior academies will submit to their conference Office of Education supporting information that **\$2,400** has been spent.
2. By **March 1**, the conference Office of Education will submit to the Southwestern Union Conference Office of Education supporting documents of conference participation.

<u>Date</u>	<u>Where Purchased</u> (attach invoice or receipts)	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL	\$ _____

SEND APPLICATION TO YOUR CONFERENCE OFFICE OF EDUCATION FOR APPROVAL

Approved by _____
(Superintendent of Schools)

Date sent to Treasury Department _____ Amount of payment \$ _____

Academy FEIN# _____

Southwestern Union Conference _____ Amount of payment \$ _____
(Check will be mailed directly to the school)

Date _____ Approved by _____
(Director of Education)