

Application Instructions

Please follow the steps below carefully to ensure your application is complete and eligible for review.

Step 1: Prepare Your Item List

Before beginning your application, create a detailed list of all requested materials. Your list must include:

- Item name
- Quantity needed
- Cost per item

Step 2: Complete the Online Application

Fill out and submit the online application in full.

Step 3: Print Your Application (IMPORTANT)

After submitting your application, you will have the option to print it. You MUST print your application at that time to keep a copy for your records and to provide to your administrators for approval. If you do NOT print it at that time, you will NOT be able to access it later to print.

Step 4: Submit Requested Item Forms

You must complete a Requested Item Form for **EACH** item you are requesting:

- Submit one form per item
- Example: If you are requesting five different items, you must complete five separate forms
- If you need multiple quantities of the same item, indicate the quantity on that item's form

Step 5: Obtain Required Signatures

Once all forms have been submitted:

- Print the Signature Page
- Take your printed application and signature page to your administrator for required signatures

Step 6: Submit Signature Page

After signatures are obtained, upload the signed signature page using the provided link.