

Request for BUP Funds

BUP Members may request BUP Funds to assist students in Monroe #1 BOCES Programs. Within the fiscal year (7/1-6/30) funds may be requested for the following:

- Student Needs: \$75/student or class
To help defray or cover the cost of clothes, glasses, medication, etc. for a student or to assist with the cost of a class trip once per year. Members may contact BUP Officers regarding these funds from any program or department.
- Program Money - Holiday: \$200/program
Delegates communicate with administrators and program members regarding how to best use these funds and then contact BUP Officers. The eligible Programs are: Bird/Morgan, Creekside, e-START, OCA, MOF, and EMCC.
- Program Money - School Year: \$100/program
Same directions and Program Money - Holiday. End of the school year program-wide activities are common.
- Program Money - Summer: \$200/program
Delegates communicate with administrators and program members regarding how to best use these funds and then contact BUP Officers. The eligible Programs are: Bird/Morgan, Creekside, OCA
- Graduation: \$200/program
Delegates communicate with administrators and program members regarding how to best use these funds and then contact BUP Officers. Essay contests are common. The eligible Programs are: Creekside, EMCC, OCA

Procedure:

1. Complete and submit the [electronic Google Form](#) to BUP Officers.
2. You will receive a confirmation e-mail with approval.
3. Once approved, the requesting BUP member should purchase the item and submit the original itemized receipt for reimbursement via interoffice mail to BUP Treasurer (Nita_Milillo@BOCES.monroe.edu).

*If this money is being used towards an individual student (Student Needs), only the BUP Member signature is required. For Program Money, Delegate and Administrator signatures are required.

I am requesting (check one):

- Student Needs
- Program Money – Holiday
- Program Money – School Year
- Program Money – Summer
- Graduation

BUP Funds Reimbursement Voucher

To: BUP Treasurer
 From: _____
 Date of Request: _____
 Program/Department: _____
 Amount: _____
 Reason of Request:

Treasurer's Use Only:

Approved by:

Date:

Check No:

*Attach all receipts to this voucher and list the information below:

Item Description	Documentation	Amount
	TOTAL =	

- Expenditures should have prior approval by BUP Officers.
- Amounts not supported by documentation are subject to approval of the Financial Review Committee.
- It is suggested that Members collaborate through Case Managers when possible.
- Please present receipts to Treasurer as soon as possible -
 no later than 30 days from expenditure or within 30 days of the event.
- Staple receipts to the voucher.