Spul'u'kwuks PAC Funds

Request and Reimbursement Procedures

A. Request of Funds:

1. Fill out a copy of the ***Spul'u'kwuks PAC Funds Request Form*** (found in the PAC mailbox in the photocopying room or online on spulpac.com).
2. Please submit a physical copy of the request form with copies of quotes in the PAC mailbox by the first Monday of October, February or May.
3. The PAC Executive Committee will review all requests received and approve requests based on current level of funds, with preference given to requests that have greatest reach and impact on the school community.
4. The PAC Executive Committee will notify school administration about which requests have been approved and for what amount.

B. Reimbursement of Expenses:

1. Fill out a copy of the ***Spul'u'kwuks PAC Funds Reimbursement Form*** (found in the PAC mailbox in the photocopying room or online on spulpac.com).
2. Please submit a physical copy of the reimbursement form with original invoices and / or receipts in the PAC mailbox.
    a. Deadlines for reimbursement forms:
        i. October requests – January 31st
        ii. February requests – April 30th (or first Tuesday back from spring break)
        iii. May requests – July 2nd
3. PAC will write out cheques, which you will find in your mailboxes.

C. General Notes & Eligibility

1. Pre-Approval Required
    a. All PAC funding must be approved in advance through the PAC Funds Request process.
    b. Expenses incurred before approval may not be reimbursed.
    c. Retroactive funding requests will generally not be considered, except in exceptional circumstances at the discretion of the PAC Executive Committee.

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2. Eligible Applicants
    a. Funding requests may be submitted by:
        i. School-based committees, clubs, or programs
        ii. School staff (e.g. teachers, support staff) for school-wide or class-based initiatives
    b. All requests must:
        i. - Directly benefit Spul’u’kwuks students and/or the school community
        ii. - Align with the PAC’s purpose and priorities
3. Use of Funds
    a. Approved funds must be used only for the purpose stated in the approved request.
    b. Any significant changes to scope, cost, or purpose must be communicated to the PAC Executive Committee for review.
4. Reimbursement Requirements
    a. Reimbursements will be issued only upon receipt of original invoices and/or receipts.
    b. Reimbursement amounts will not exceed the approved funding amount.
    c. The PAC reserves the right to withhold reimbursement if documentation or deadlines are not met.
5. Budget Availability
    a. Approval of funding requests is subject to the PAC’s available budget and financial position at the time of review.
    b. Approval in one funding cycle does not guarantee funding in future cycles.