

Langley High School PTSA Appropriation Guidelines for Teachers and Staff 2023-24

Langley High School's PTSA is committed to enhancing our learning environment. Our appropriations process provides funds to purchase instructional items and programs to support teachers and classrooms. *Please note: these funds are intended only to purchase items FCPS will not or cannot provide.*

- We disburse funds four times a year: October, January, March, and May.
- We encourage staff and teachers who are PTSA members to apply during any of those funding rounds.
- We send out reminder emails prior to each funding round to ensure applicants are able to turn in all information necessary to support their requests.

To apply for appropriations funds:

- 1) Discuss your request with your supervising administrator before beginning application process.
- 2) Find application forms and instructions at this link: <https://www.ptsalangley.org/forms-handouts>.
 - a) Blank forms will also be available in the PTSA Appropriations mailbox at the school.
- 3) Fill out application form, including a complete purchase order. *Do not purchase the item directly yourself.*
- 4) Enter your purchase order in the TOPs system.
- 5) Email or drop off copies of your application and purchase order to:
 - a) Cindy Bradley: cebradley@fcps.edu
 - b) Nancy Ayoub ncayoub@fcps.edu
- 6) Email your application package to: VP Appropriations and PDF Heather Murphy Capps: heathermcxx@gmail.com. ALSO please drop a printed copy of your completed application package in the PTSA Appropriations mailbox.

FAQ:

What kinds of items will the PTSA approve?

Items and programs that are a good fit for appropriations funding are durable (e.g.: marching band mellophones, fog machines for theater, ramp kits for physics), or can be used by multiple departments (e.g.: background scenery scrim for theater and musical performances, or the courtyard umbrellas).

What's not eligible for appropriations process?

Consumable items (food, pens and pencils), musical instrument maintenance and repairs, most digital subscriptions, and anything FCPS will purchase. Please coordinate with your supervising administrator to determine whether your request is eligible for PTSA appropriations or should be directed through FCPS channels.

Should I go ahead and purchase the item and then apply for funds?

Unfortunately, no. Under this particular funding mechanism, the PTSA can only reimburse the school *–after the request has been approved*. We are *not* able to reimburse individual teachers. If the PTSA approves the request, the school purchases the item for you, and we reimburse the school.

If you have any questions, please contact PTSA VP of Appropriations and PDF Heather Murphy Capps at heathermcxx@gmail.com

