



Online and Crowdfunding Activity Approval Form

All online fundraising solicitations, including crowdfunding activities, submitted by any PWCS employee, school, or department conducted for the purpose of obtaining goods, services, or other proceeds for PWCS schools, departments, or students MUST have the approval of the employee's principal or departmental supervisor BEFORE the application or solicitation is submitted and any posting of such solicitation on the internet. If the provider is not on the Purchasing Office approved list under Online: Crowdfunding Activity, the request will not be approved. Consideration of adding other providers must be approved by the Supervisor of Purchasing.

Please provide the following information:

Name of employee submitting: _____

School or Department: _____

Class or group of students for whom the goods, services, or other proceeds are intended:

Amount and nature of goods, services, or other proceeds solicited: _____

Purpose: (Describe the purpose of the solicitation. What will be funded? How will the materials or equipment be used and by whom? How will receipt of the materials or equipment provide an educational benefit to students and/or support the curriculum?):

Attach a copy of the proposed posting, including any photographs.

Required Approval:

Principal/Departmental Supervisor

Date

- Does this solicitation/activity involve any modification, addition, or alteration to a school, facility, equipment, or grounds? Yes _____ No _____

If yes, approval by Office of Facilities Services:

Name:

Date:

- Does this solicitation/activity involve improvements, modifications, or additions to athletic facilities? Yes _____ No _____

If yes, approval by Supervisor of Student Activities:

Name:

Date:

- Does this solicitation/activity involve software or technology items? Yes _____ No _____

If so, does this item comply with list of approved technology/software items provided by PWCS to online or crowdfunding service? Yes _____ No _____

If no, approval by Director of Information Technology Services (or designee):

Name:

Date:

Does this solicitation/activity seek goods, services, or other proceeds in excess of \$5,000?
Yes _____ No _____

Based on the above, approval is required by the Level Associate Superintendent:

Name:

Date:

PROVIDE A COPY OF THIS APPROVED FORM TO THE PURCHASING OFFICE