

# FRYSC Request Form

(for purchases and amendments)

Revised July, 2016

## INSTRUCTIONS

After this form is signed and dated, please scan and upload to the FRYSC Green System along with any accompanying documentation. Please email your RPM to notify him/her that you have uploaded a document for approval. The RPM will upload an approval or denial to the Green System.

### Type of Request:

#### 1. Purchases or Subcontracts requiring prior approval:

- Each proposed single item purchase of \$500 or more
- Each proposed purchase of goods of \$1,000 or more
- Each proposed subcontract of \$1,000 or more. A copy of the subcontract must be attached with the request form.

No capital construction or renovation of existing property or lease/purchase of vehicles will be approved.

#### 2. Budget Change

- Required when you are proposing changes to any MUNIS code by 10% or \$100, whichever is greater.

#### 3. Action Component Amendment

- Include a detailed explanation/justification of the changes you are making to the action component, attach revised component spreadsheet with this form.

#### 4. Center Operations Amendment

- Required when proposing a change to the approved staffing pattern or center space.

#### 5. Other

- Use for other proposed changes to your approved plan.

FY 18

Request # 1

(If this is the first request form you have sent this fiscal year, the Request # would be "1". If this is the 5<sup>th</sup> request form submitted, the Request # would be "5".)

Region #:	5
School District:	Marion
Center Name:	Western Marion County FRYSC
Coordinator Email:	van.gadberry@marion.kyschools.us
Center Phone:	270-699-4320

### Type of Request:

Estimated Cost: \$

- ☐ Single item purchase of \$500 or more
- ☐ Subcontracts of \$1,000 or more
- ☐ Purchases of goods of \$1,000 or more
- ☐ Budget Change #
- ☐ Action Component, revision #
- ☐ Center Operations, revision #
- ☒ Other FY 17/18 Budget Approval

### Explanation/Justification

Fully explain the nature of your request. For purchases or subcontracts, please name the core or optional component addressed.

#### FY 18 Budget Approval

### Required Signatures\*

Center Coordinator:

Date: 3/20/17

Advisory Council Chair:

Date: 3/20/17

Superintendent/Designee:

Date: 3/21/17

**Regional Program Managers will upload an approval or denial to the Green System.** No authorization is given to move forward with this request until RPM approval is uploaded. Approvals and denials are generally uploaded within 10 working days.

\*NOTE: Persons providing signatures on this form have determined that the individual(s) who delivers services through a subcontract is appropriate and qualified to deliver such services. School systems could be held liable if they refer individuals to service providers whom they know to be unqualified to provide the services for which the referral was made.



Family Resource/Youth Services Centers  
FY 18 Budget

School District:	Center Name:	Center Allocation	Date
Marion	Western Marion Co. FRYSC	\$55,096.20	3/10/17

Center allocation based on the number of free lunch students reported for Dec. 1, 2016

Munis Code	Activity	Annual Budget
0130	Classified Salaries	\$40,500.00
Narrative: Coordinators Salary		
0131	Other Classified Pay	\$1,500.00
Narrative: Summer Programming Salary		
0150	Classified Substitute	\$4,000.00
Narrative: Assistant Salary		
0221	Employer FICA Contribution	\$434.00
Narrative: FICA Contribution		
0222	Employer Medicare Contribution	\$689.00
Narrative: Medicare Contribution		
0231	Ky. Teachers Retirement System (KTRS)	\$1,215.00
Narrative: KTRS Contribution		
0232	County Employees Retirement System (CERS)	\$934.00
Narrative: CERS Contribution		
0251	State Unemployment Insurance	\$300.00
Narrative: Unemployment Insurance		
0338	Registration Fees	\$200.00
Narrative: Conferences attendance		
0345	Medical Services	\$300.00
Narrative: Communicare Mental Health Services		
0449	Other Rental	\$800.00
Narrative: Career Day and Summer Program Rental		
0580	Travel	\$500.00
Narrative: Conference and Regional Meeting Travel		
0610	General Supplies	\$1,000.00
Narrative: Student Related Expenses / General Expenses		
0643	Supplemental Books, Study Guides and Curriculum	\$874.20
Narrative: Transitional Material		
0680	Welfare Spending (Food, Clothing, Utilities, etc.)	\$1,000.00
Narrative: Food / Clothing / Utilities		
0810	Dues & Fees	\$50.00
Narrative: Conference Fees		
0894	Field Trips - Instructional	\$800.00
Narrative: Summer Program Field Trip		



Family Resource/Youth Services Centers  
FY 18 Budget

[illegible]