

PTO/BOOSTER PROJECT CHECKLIST

1. Information from Site Administrator including the following:
 - Support for the project
 - Financial ability to complete the project; including the cost of the project, financial capability to complete the project (bank statements, financial statements, skyward printout, etc.)
 - Minutes of meeting inferring the project approval
 - Action plan to complete the project including name of contractor, license number and copy of required insurance.
 - Gender neutral letter
2. Letter from LCSB Building Official stating the project is in compliance with SREF and all applicable building codes.
3. Once **ALL** items have been reviewed by Administrator and submitted to the Construction Coordinator both Administrator and Coordinator will sign checklist and submit to Construction Director.
4. Director of Construction will review documents and approve by signing off on checklist.
5. Coordinator is responsible for completing and obtaining approval and signatures of the School Initiated Project form to submit to Internal Auditor.
6. Final approval will be Internal Auditor who will then submit item on BoardDocs for the next available School Board Meeting.
7. When *Project* is approved by the Board the site Administrator may move forward with *Project* and follow **ALL** Board policies.