

Escambia County Public Schools
 Budgeting Department
 School Recognition Submission Checklist

After a plan has been selected by vote, the appropriate budget forms must be completed and signed by both the principal and SAC chairperson. This submission checklist and the following forms should be sent by email to Mellisa Jones (mjones6@ecsdfi.us):

Required Documentation	Reviewed by:		
	Preparer Initials	Principal Initials	Budgeting Initials
Copy of all School Recognition proposals.			
Copy of the School Recognition ballot.			
Copy of tally sheet with date and signatures of at least two people which counted the votes.			
Checklist of all eligible staff and SAC members who voted.			
School Recognition Bonus Summary Form completed and signed by the Principal and SAC chairperson.			
School Recognition Payroll Form(s) completed and signed by the Principal.			
School Recognition Contracted Personnel Memo completed and signed by the Principal and contract personnel (if applicable).			
Vendor Information Form completed by contracted personnel (if applicable).			
W-9 Form completed and signed by contracted personnel (if applicable).			