



Gardiner Pre-Authorization for Purchase of Instructional Materials and/or Curriculum

(If approved, this document MUST be included with Payment Request Form (either Direct Payment or Parent Reimbursement))

Complete this form and return it to AAA BEFORE purchasing eligible* instructional materials, including digital devices, digital periphery devices and assistive technology as well as eligible* curriculum which is defined as a complete course of study for a particular content area or grade level, including any required supplemental materials. Supporting documents must be included. (i.e. screen shot of item, required materials list)

Once processed, AAA will return a copy of the form to you indicating whether the purchase was approved or denied (generally within 10 business days). If approved, include a copy of the approved form and note the assigned approval code at the bottom of this page with your request for reimbursement or direct payment to service provider form.

If denied**, you can appeal one time by doing the following: in writing explain in further detail the necessity and educational value; you may include further support. You will submit the appeal and supporting information to patti@aaascholarships.org. You will be given the final decision within 10 business days. You will NOT be reimbursed for your purchase with Gardiner funds if denied.

*For the list of eligible schools, programs, services and products go to <http://cdn.fldoe.org/schools/school-choice/k-12-scholarship-programs/gardiner/>

**Please refer to page 7 of the Gardiner Scholarship Parent/School Handbook for additional information.

*****Approvals expire 90 days from approval date noted below*****

Date:		Amount:	\$			
Name of Service Provider/Vendor:						
Describe Item/Service to be Purchased:						
Describe Educational Purpose:						
Select Category:	<input type="radio"/> Curriculum	<input type="radio"/> Instructional materials	<input type="radio"/> Digital devices	<input type="radio"/> Digital periphery devices	<input type="radio"/> Assistive technology	
Name of Eligible Student Benefitting:						

I confirm that this purchase abides by the affirmations agreed to by me on the Sworn Compliance Statement when applying for the Gardiner Scholarship and by the AAA Scholarship policies and procedures as stated in the Gardiner Handbook and understand that failure to comply could result in loss of the Gardiner Scholarship and/or require the return of Gardiner funding to AAA Scholarship Foundation.

Parent/Guardian(s)

Signature: _____

*****A COPY OF THIS FORM INDICATING THAT THE PURCHASE WAS PRE-APPROVED MUST BE INCLUDED WITH THE REQUEST FOR REIMBURSEMENT OR DIRECT PAYMENT FORM*****

FOR AAA ACCOUNTING USE ONLY

APPROVED DENIED BY: _____ ***DATE: _____

EXPENSE ACCOUNT: _____ ASSIGNED APPROVAL CODE: _____

DATE COPY RETURNED TO PARENT/GUARDIAN: _____

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