

**SCHOOL EQUIPMENT FORM**

(For Elementary and Junior Academies)

TEXAS CONFERENCE OFFICE OF EDUCATION

P. O. Box 800

Alvarado, TX 76009

Name: \_\_\_\_\_ Date \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Education equipment allowance is granted on a yearly basis, JANUARY 1 to DECEMBER 31. Requests and receipt are to be in the Treasurer's Office by DECEMBER 31.

The Texas Conference matches dollar for dollar up to \$50.00 for each Texas Conference Office of Education, employed full time teacher.

The allowance may be applied only to the purchase of school equipment. It cannot apply to school buildings or repairs. It does cover STEEL FILING CABINETS, PRINTERS, DESKS, MAPS, PROJECTORS, VCR, BLINDS, SCREENS, COMPUTERS, LIBRARY BOOKS AND SUCH EQUIPMENT OF A PERMANENT NATURE.

Number of conference hired teachers: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Item: \_\_\_\_\_

Cost: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BE SURE AND ATTACH YOUR RECEIPTS, remember the total of receipts must be double the Conference allowance**

----- below for Office of Education -----

Number of Classrooms: \_\_\_\_\_ Conference Allowance \$ \_\_\_\_\_

\_\_\_\_\_ Date

Superintendent of Schools

Office of Education (K-10 School Equip.)

Acct. #863200-1212