

St. Mary School PTC

Purchase / Project Proposal

Name of Submitter Stacy Henke Date 12 / 18 / 23

Phone number 656-1230 Preferred contact: Fast Direct Phone/AM Phone/PM

Is your proposal for: ☒ a PURCHASE? (complete section 1) or ☐ a PROJECT? (complete section 2)

SECTION 1: (Complete only if you are suggesting a purchase using PTC funds.)

1. Suggested Item: Security Window Film + Attachment Caulk
2. Reason for purchase: This film is used to help protect against break ins, vandalism, accidents, and slows down intruders. Keeps the glass shattering on impact. Adding film to Primary Hall, Art/Library/Music Hallway and 3-5 grade hallway.
3. Please provide the COST (including tax, & shipping) of the item from more than one vendor, if possible.

Vendor 1:	<u>Midwest Window Tinting</u>	Cost: \$	<u>19,888.00</u>
Vendor 2:		Cost: \$	
Vendor 3:		Cost: \$	
4. Attach any supporting documentation (photos, printouts with features for comparison, etc.)
5. If approved by PTC, I recommend that we purchase from Vendor # 1. (If suggesting other than the least expensive option, please describe the features/benefits of that particular choice that would justify the additional expense. This is the vendor we have used for our entry doors. One contact company. Provide easy maintance for damaged film. ~~the~~

Thank you for your suggestion, and for taking the time to research options!

SECTION 2: (Complete only if you are suggesting a project. Providing as much detail as possible in ALL fields on both sides of this form (section 2) will expedite the decision process. Attach extra pages if you need more space.

1. Name/Type of Project _____
2. Project description _____

(continued on reverse)

SECTION 2: (Project proposal, continued)

3. Who would benefit from this project? _____

4. Description of benefits. _____

5. Supporters of project, besides the submitter (in other words, is this project desired by several parents, an entire class/club, etc? _____

6. Project Team: Leader _____

Others willing to work on this: _____

Additional volunteer help you would need: _____

7. Timeline notes (When you hope to begin, how long you expect it to take, when you'd like to be done: _____

8. Anticipated resources needed (*PLEASE INCLUDE COSTS AND ATTACH SUPPORTING DOCUMENTATION:*)

Resource/ Component	Cost	Supporting Documentation Attached ✓
A.		
B.		
C.		
D.		
E.		
<i>Attach separate sheet if more space is needed.</i>		

9. **ESTIMATE OF TOTAL COST:** \$ _____

Thank you for your suggestion and research!

Proposed	Date:
By: Bob Gorman	11 / 07 / 2023
Proposal Acceptance: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment on completion unless otherwise specified above.	
Proposal Accepted:	Date: / /

Proposed By: Bob Gorman	Date: 11 / 07 / 2023
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