

## TRAVIS PTA 2018-2019 Wish List Process

The Wish List Process for the 2018-2019 school year is outlined below and the forms needed to complete requests, purchases and reimbursements are attached. The forms can also be found on the Travis PTA website at [www.travistagpta.org](http://www.travistagpta.org).

Attached:

1. The 2018-2019 Wish List Request Form
2. The Texas Sales and Use Tax Exemption Certification Form
3. Travis PTA Reimbursement Voucher

This year's Wish List Committee is Jennifer Lark and Michelle McFarlin. Feel free to contact us at [wishlist@travistagpta.org](mailto:wishlist@travistagpta.org) with any questions about the 2018-2019 wish list process.

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### 1. Submitting Requests:

Travis Teachers/ Staff assess their needs and prioritize their wishes into "Absolutely Need" and "Nice to Have". Please remember:

- The purpose of the Wish List process is to fund items that will enhance the curriculum at W.B. Travis and which will not be funded by the school budget or school district.
  - More weight is given to requests that benefit a larger number of students.
2. Teachers/ Staff research the cost of each requested item before submitting a request. Keep in mind that technology requests must be purchased from a DISD-approved vendor, unless there is no DISD-approved vendor available for the items (Please note: If a technology wish is granted and a DISD vendor exists there will be additional district paperwork to complete).
  3. Teachers/ Staff complete the Wish List Request Form and attach a quote from vendor or copy of online shopping cart and submit it to the PTA Wish List Committee by either:
    - E-mail - [wishlist@travistagpta.org](mailto:wishlist@travistagpta.org) (preferred)
    - Paper - PTA Box in office (please also send an email notification to let us know you have placed your request in the box because the box is only checked once a week)
    - There will be two open request periods, 1st semester (requests due by September 24) and 2<sup>nd</sup> semester (requests will be due by February 28). We understand there may be emergency requests, these will be addressed as the situations arise.
  4. The PTA Wish List Committee will evaluate the requests and respond to Travis Teachers/ Staff by email with approval, or a request for more information. Technology requests and requests for items or programs costing more than \$500 may be reviewed with the principal, prior to the Wish List Committee making their final selections.
  5. If the request is approved, Teachers / Staff have the following purchase options:
    - Use their own funds and submit a PTA reimbursement request form with receipts to the Wish List Committee [wishlist@travistagpta.org](mailto:wishlist@travistagpta.org). Reimbursements typically are processed within two weeks and checks will be put in the teacher's / staff's mailbox
    - Submit a quotation/invoice to the Wish List Committee [wishlist@travistagpta.org](mailto:wishlist@travistagpta.org) and the PTA will pay the vendor directly

\* When purchasing, please make sure to use the "Texas Sales and Use Tax Exemption Certification Form" so that no sales tax will be charged. PTA can NOT reimburse sales tax on any purchase.