

**Southwestern Union Conference**  
**Senior Academy Library Subsidy Application**

\_\_\_\_\_ Conference Office of Education  
Address \_\_\_\_\_

School Name \_\_\_\_\_ Date \_\_\_\_\_

Funds are available each year to authorized senior academies for a minimum of **\$2,400** spent on books, periodicals, and software, but not library equipment, furniture or salaries.

The funds come from the following sources:

1. The senior academy appropriates **\$800**.
2. The conference appropriates **\$800**.
3. The Southwestern Union Conference appropriates **\$800** after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By **February 1**, senior academies will submit to their conference Office of Education supporting information that **\$2,400** has been spent.
2. By **March 1**, the conference Office of Education will submit to the Southwestern Union Conference Office of Education supporting documents of conference participation.

<u>Date</u>	<u>Where Purchased</u> (attach invoice or receipts)	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<b>TOTAL</b>	<b>\$ _____</b>

**SEND APPLICATION TO YOUR CONFERENCE OFFICE OF EDUCATION FOR APPROVAL**

Approved by \_\_\_\_\_  
(Superintendent of Schools)

Date sent to Treasury Department \_\_\_\_\_ Amount of payment \$ \_\_\_\_\_

Academy FEIN# \_\_\_\_\_

Southwestern Union Conference \_\_\_\_\_ Amount of payment \$ \_\_\_\_\_  
(Check will be mailed directly to the school)

Date \_\_\_\_\_ Approved by \_\_\_\_\_  
(Director of Education)