

Auxiliary Services Reimbursement Fund

Mobile Unit: Disposal/Replacement/Repair/Relocation

Requisition Instructions

Complete all information for the unit for which disposal, replacement, repair, or relocation is being made. Unit information must be filled out for the year, purchase date, and serial number of said unit. Use a separate form for each unit if there is more than one request. Estimated cost of repair shall have the bid(s) or quotation(s) attached with the initial submission of the form verifying estimates. The bid(s) or quotation(s) shall be itemized and include such things as the cost of unit, site preparation, architectural services, electrical, permits, ramps, steps, warranties, materials, labor, etc. The estimated value of the unit being replaced shall be submitted with vendor quotation for the trade-in value of said unit. The estimated project start and end dates must also be filled out for said project. The estimated project start and end dates should be within the same fiscal year.

Briefly describe the request including the condition of the unit and remedy being sought.

Ensure all applicable signatures are on the form for initial request before submitting the form to the area coordinator.

The public district or nonpublic school administrator may request an advance of funds for partial payment. Partial payment is only for replacement requests and is optional. A request for partial payment can be made for up to 50% of the unit cost or the amount of invoices paid. The area coordinator shall visit the site to verify and approve this request. The public district superintendent, treasurer, or nonpublic school principal signature is required for a partial payment request.

Upon completion of the work and issuance of certificates of occupancy (if applicable), and after the area coordinator onsite review is finished, complete this section. A copy of all invoices, purchase orders, and payment vouchers must be submitted as a verification of actual costs. The partial payment for the amount which was paid (if applicable) and the trade-in allowance (if applicable) are credits which are deducted from the actual cost of the project. The public district superintendent, treasurer, or nonpublic school principal signature is required before submitting the form to the area coordinator.