

# Homelinks' Supplies Order Form

Family Name/Phone Number: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

### General Notes

The Homelinks Program will provide support for supplies that meet the goals of the Student's Learning plan. The Student's Learning Plan should clearly indicate how these supplies support objectives of the home learning program. All requests for support will be reviewed by the Liaison Teacher and the Homelinks Principal/Vice Principal to ensure that they are consistent with the general educational goals of the Province and School District Policy.

Suppliers must invoice the Homelinks program. No payment will be made unless pre-approved by the Homelinks Principal/Vice Principal using this form.

Suppliers may call the Homelinks office at (250) 428-2217 (extension 244) between 1:00 pm and 4:00 pm Tuesday to Friday to verify approval of an invoice.

Materials/Resources/Supplies requested: \_\_\_\_\_

Item	ISBN/Publisher	Quantity	Cost	Ordered	Rec'd

Name/address/phone number of supplier(s): \_\_\_\_\_

Estimated total cost: \_\_\_\_\_

I declare that the requested supplies are required to meet the outcomes of the Student Learning Plan(s) for the child(ren) named above. I understand that this request must be pre-approved by the Homelinks Principal/Vice Principal or the Supplier's invoice will not be paid and I will be responsible for the cost.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Meets Criteria of Student Learning Plan: \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher Signature

Principal/Vice Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

