



ARKANSAS-LOUISIANA CONFERENCE
OF SEVENTH-DAY ADVENTISTS
Education Office

LIBRARY SUBSIDY REQUEST
Due January 31

School: _____ Date: _____

INVOICE	VENDOR	AMOUNT PAID

Number of Classrooms: _____ Total Purchases \$ _____

Signed: _____
School Board Chairperson or Treasurer

Approved by Education Director: _____

LIBRARY SUBSIDY FOR ELEMENTARY SCHOOLS

For the first \$200.00 spent per room for approved library books and/or audiovisual materials, the Conference will subsidize 50% (maximum of \$100.00). If more than \$200.00 is spent per room, the Conference will subsidize an additional 10% of the amount.

To qualify for this subsidy:

1. All purchases must be backed up with proper item identification plus proof of payment. Copies of paid invoices marked "PAID" by the vendor serve as excellent backup material and must accompany this form. If "PAID" invoices are not available, then copies of the invoices with photocopies of the canceled checks will be acceptable. Statements and/or canceled checks only do not suffice.
2. All library books must be listed by their individual titles with the paid invoice and considered acceptable additions to a library for a Seventh-day Adventist School.
3. All magazine subscriptions must be listed and considered acceptable for use in a Seventh-day Adventist School.
4. All textbooks and/or teaching materials are the expense of the school and cannot be subsidized under this program.
5. Acquisitions for junior academies do not qualify under this plan. Subsidies for junior academy libraries may be requested under the Junior Academy Matching Fund policy.