



CAMPUS USE ONLY

## Federal & State Programs Approval Request Form 2024-2025

Date of Request: 4/1/2025

Requestor Name: Erika Almendarez

Please select funding source:

☐ 199: State Compensatory ☒ 211: Title I, Part A

Please select one:

☒ Purchase Order ☐ Budget Amendment ☐ Professional Development (Include Agenda) ☐ Extra Duty/Supplemental ☐ Other: \_\_\_\_\_

☐ Budget Amendment (See below):

From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose (Please Specify): Supplemental supplies to implement the district initiative to use interactive notebooks in all core subjects and to support instruction for students in guided practice and note taking to demonstrate check for understanding.

DIP/CIP (Attached DIP/CIP): 1.2.2.-Provide supplemental materials for teachers and supplemental reading supplies/materials for students..

If Professional Development (include the following):

Title of Conference/Training: \_\_\_\_\_

Event Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Audience (Circle one): Directors, Campus Administrators, Teachers, Para Professionals, Nurses, Librarians, Counselors, Instructional Facilitators and Instructional Coaches

Budget Line Code: 211 E 11 6399 00 001 530000

Erika Almendarez  
Principal Signature/Date

4/1/25

**Goal 1:** South San High School will increase academic achievement for all students and thus closing the gap between student populations in pursuit of advanced performance and post-secondary educational or career paths.

**Performance Objective 2:** By June 2025, the percentage of all students that meet established state standards on EOC exams will improve to the following percentages at the approaches level: English I - from 52% to 60%, Algebra I - from 62% to 70%, Biology - from 85% to 90%, English 2 - from 57% to 65%, and US History - 94% to 96%.

| Strategy 1 Details  |  | Reviews   |     |     |           |
|---|--|-----------|-----|-----|-----------|
| <b>Strategy 1:</b> Provide supplemental technology resources such as Formative, NearPod, and other online support to improve academic instruction/rigor in the classroom in addition to resources that can be utilized for intervention (both in and out of the classroom).<br><b>Strategy's Expected Result/Impact:</b> Increased performance on EOC exams and enhanced academic rigor/quality in the classroom.<br><b>Staff Responsible for Monitoring:</b> Academic Dean<br><br><b>Title I:</b><br>2.4, 2.5, 2.6<br><b>- TEA Priorities:</b><br>Build a foundation of reading and math, Improve low-performing schools<br><b>Funding Sources:</b> iXL Learning - 211 Title I, Part A |  | Formative |     |     | Summative |
|   |  | Nov       | Jan | Mar | June      |
|   |  |           |     |     |           |

| Strategy 2 Details  |  | Reviews   |     |     |           |
|---|--|-----------|-----|-----|-----------|
| <b>Strategy 2:</b> Provide supplemental materials for teachers and supplemental reading supplies/materials for students..<br><b>Strategy's Expected Result/Impact:</b> Increase EOC Scores, Increase CCMR %, Increased student engagement, additional resources, increase TSI, and SAT/ACT results<br><b>Staff Responsible for Monitoring:</b> Campus Administration, Teachers<br><br><b>Title I:</b><br>2.4, 2.5, 2.6<br><b>- TEA Priorities:</b><br>Build a foundation of reading and math, Connect high school to career and college, Improve low-performing schools<br><b>Funding Sources:</b> Amazon - 211 Title I, Part A - \$285, Amazon - 211 Title I, Part A - \$850, Amazon - 211 Title I, Part A - \$152.50, PASCO Scientific - 211 Comprehensive Support - \$348, Amazon - 211 Comprehensive Support - \$1,080.96, Arbor Scientific - 211 Comprehensive Support - \$277.75, Carolina Biologicals Supply - 211 Title I, Part A - \$400, Flinn Scientific - 211 Title I, Part A - \$100, Vernier - 211 Title I, Part A - \$600, Pasco Scientific - 211 Title I, Part A - \$400, Office Depot - 211 Title I, Part A - \$1,600, Office Depot - 211 Title I, Part A - \$1,600, Quill - 211 Title I, Part A - \$9,000, Vernier - 211 Title I, Part A - \$3,000, AC Supply - 211 Title I, Part A - \$160, AISINK - 211 Title I, Part A - \$1,700, HEB - 211 Title I, Part A - \$30, HEB - 211 Title I, Part A - \$50, HEB - 211 Title I, Part A - \$80, HEB - 211 Title I, Part A - \$120, Spitz - 211 Title I, Part A - \$5,000, Amazon - 211 Title I, Part A - \$1,100 - 211 Title I, Part A |  | Formative |     |     | Summative |
|   |  | Nov       | Jan | Mar | June      |
|   |  |           |     |     |           |

0% No Progress

100% Accomplished

→ Continue/Modify

✗ Discontinue



South San High School  
2024-2025  
Purchase Request Form  
Erika Almendarez, Principal



Date Requested: 4/3/2025 Approved Vendor Name & Number: Quill  
Requestor's Name: Erika Almendarez Requestor Signature: \_\_\_\_\_

Justification for request: Supplemental supplies to implement the district initiative to use interactive notebooks in all core subjects and  
to support instruction for students in guided practice and note taking to demonstrate check for understanding.

CIP/DIP: 1.2.2.

TEKS or Topic: \_\_\_\_\_

Requesting a Check? Check is Needed By: \_\_\_\_\_ PO Needed By: \_\_\_\_\_  
Check Must Be Mailed or Picked Up By (date)? \_\_\_\_\_

**\*PURCHASE REQUESTS MUST BE SUBMITTED AT LEAST 15 BUSINESS DAYS PRIOR TO THE EVENT OR DATE OF PURCHASE.\***

**\*\*PLEASE FOLLOW THE PURCHASING POLICY AND PROCEDURES FOR OBTAINING THE NECESSARY QUOTES AND ANY OTHER SUPPORTING DOCUMENTATION (i.e. registration forms, company order forms, etc.)\*\***

| #           | Quantity | Unit Price | Order Number | Item Description                   | Total Price  |
|-------------|----------|------------|--------------|------------------------------------|--------------|
| 1           | 351      | 69.69000   |              | Staples poly composition notebooks | \$ 24,461.19 |
| 2           |          |            |              |                                    | \$ -         |
| 3           |          |            |              |                                    | \$ -         |
| 4           |          |            |              |                                    | \$ -         |
| 5           |          |            |              |                                    | \$ -         |
| 6           |          |            |              |                                    | \$ -         |
| 7           |          |            |              |                                    | \$ -         |
| 8           |          |            |              |                                    | \$ -         |
| 9           |          |            |              |                                    | \$ -         |
| 10          |          |            |              |                                    | \$ -         |
| 11          |          |            |              |                                    | \$ -         |
| 12          |          |            |              |                                    | \$ -         |
| 13          |          |            |              |                                    | \$ -         |
| 14          |          |            |              |                                    | \$ -         |
| 15          |          |            |              |                                    | \$ -         |
| 16          |          |            |              |                                    | \$ -         |
| 17          |          |            |              |                                    | \$ -         |
| 18          |          |            |              |                                    | \$ -         |
| 19          |          |            |              |                                    | \$ -         |
| 20          |          |            |              |                                    | \$ -         |
| 21          |          |            |              |                                    | \$ -         |
| 22          |          |            |              |                                    | \$ -         |
| 23          |          |            |              |                                    | \$ -         |
| 24          |          |            |              |                                    | \$ -         |
| 25          |          |            |              |                                    | \$ -         |
| Grand Total |          |            |              |                                    | \$ 24,461.19 |

Funding Source: 211 E 11 6399 00 001 53000  
Available Balance: \$24,499.98

Remaining Balance After PO: \$38.79

Requisition #: 49824

Entered by: m.mujica

Approval Signature & Date

REMINDERS: Never order anything without a properly drawn PO. It is a violation of district policy (CH local).  
REQUESTS FOR PAYMENT WITHOUT AN APPROVED PURCHASE ORDER WILL BECOME THE RESPONSIBILITY  
OF THE PERSON ORDERING THE MERCHANDISE OR SERVICE.

Revised 8/5/2024



✓ Your order has been submitted.

#### Order information

Account #: 2249057  
Order Request Number:: REQ3209890  
Order date: 04/04/2025 9:51 AM EST  
Contact information: mmujica@southsanisd.net  
P.O. Number: 49824

#### Delivery information

SOUTH SAN ANTONIO HIGH SCHOOL  
7535 BARLITE BLVD  
SAN ANTONIO, TX 78224

#### Payment information

Payment Method: Invoice Quill account  
Account #: 2249057  
SOUTH SAN ANTONIO ISD  
HR DEPARTMENT - EMY MONTALVO  
5622 RAY ELLISON BLVD  
SAN ANTONIO, TX 78242

Extended delivery – View delivery dates below

#### Item Details

Price Total

\$69.69 \$24,461.19



Staples Poly Composition Notebook, 9-3/4" x 7-1/2" College Ruled, 80 Sheets, Assorted Colors, 24/Carton (42080CT)  
Item # 901-2072488

Contracted price

[See details](#)

351 ( Carton )

Qty 71 expected delivery: 1 to 6 business days

Qty 280 extended delivery: Estimated delivery 4/15/2025 and 4/16/2025

#### Rewards Applied



Pyrex 4 cup Bowl and Lid Set with Quill Logo

161 points