

PARENT LEADERSHIP ACADEMY - PURCHASING PROCESS

PLA TEAM

1. Finalize action plan steps form.
2. Complete purchase request.
3. Give completed forms to your site facilitator.
4. All purchases must be requested prior to the event. It is the team's responsibility to confirm with the parent coordinator before any events to ensure purchases are made. *(Note: Set realistic deadlines for request)*



SITE FACILITATOR

Review action steps form and purchase request before submitting to parent coordinator



PARENT COORDINATOR

1. Will seek final approval and notify each team of decision
2. Once approved, will begin the ordering process for purchase request