# **TCUSD #15: Johnson O'Malley Proposal Process**

Follow this process for requesting JOM supplies and funds for students

1

# Teacher(s) identifies need (presentation, event, field trip).

Teacher identifies a need that will benefit Native American students and prepares JOM proposal.

- Cover Sheet
- Purchase request

2

### Present proposal to Principal.

Submit JOM proposal to school principal for approval. Once Principal signature is complete, Principal will submit request to the Native Language & Culture Program for TCUSD #15 IEC and Education Plan review.

3

#### JOM Education Plan review with Indian Education Committee

Proposal will be reviewed with the IEC and if it meets the JOM Education Plan, it may be approved or denied; if denied, it may need further justification or it may be a non-allowable purchase.

4

## Requisition (s) will be processed.

Program Secretary inputs order into Visions, signature approval from Coordinator, Purchase order sent, school receives request, vendor is paid, reimbursement request is sent to Navajo Nation JOM. IEC will report regularly about how items purchased are utilized at the school or how event/field trip went for students.