

SAFETY INCENTIVE FUND REQUEST PROCEDURES

**PRIORITY CODES—If you have more than one form submitted, please prioritize:
1, 2, 3, etc.**

1. All funding request must be submitted on SIPE Form 93-1000, in person, by a district representative at the Safety & Health committee meeting.
2. The budge committee will meet in September, January, and May and will review, approve or disapprove the submitted request. The request form will be returned to the district after review.
3. Districts will purchase the approved item(s) and forward their invoice and receipt along with the canary copy to the SIPE Safety Office. Invoices not received within 60 days from approved date will not be refunded. Please send to:

SIPE Safety
402 Farnel Road, Suite M
Santa Maria, CA 93458

or

by trucking mail:
SIPE Safety, North County Office, Monday-Friday

4. The SIPE safety office will forward the funding request, district invoice and receipt to the Santa Barbara County Education Office (SBCEO) for reimbursement.

NOTE:

A 10% deductible is required on items requested through the Safety Incentive Funds Program. Please pay invoice in full and the SBCEO will reimburse the district less the 10% deductible.

Items purchased will be subject to an annul audit by the SIPE Safety Office. All funding requests will be made available for review by any member of the SIPE Board of Directors.

All questions regarding the reimbursement process can be directed to the SIPE Safety Office at 922-8003.