

LAFAYETTE PARISH SCHOOL SYSTEM



Billy D. Guidry, CPA

Executive Director and Chief Financial Officer

E-mail: bdguidry@lpssonline.com

Business Services Division

**Finance * Payroll * Accounting * Budget * Accounts Payable
Sales Tax * Purchasing * Warehouse * Child Nutrition * Transportation**

**113 Chaplin Drive, Lafayette LA 70508 • P. O. Drawer 2158, Lafayette LA 70502-2158
Phone: (337) 521-7300 Fax: (337) 521-7301**

Inter-Office Memorandum

To: All Cost Center Supervisors
From: Billy Guidry *BGuidry*
Date: February 18, 2008
Subject: Capital Improvement Needs for Fiscal Year 2008-2009
Copies: Matt Dugas, Stephanie Richard

Please submit any capital improvement budget requests for items greater than ten thousand dollars (\$10,000) for fiscal year 2008-2009 on the attached Budget Request Explanation form. Any requests submitted after the deadline may not be considered. Please consider your needs carefully and prioritize them by importance.

When completing the form, describe in detail the items you are requesting and the benefits associated with each item. Also, be sure to include all costs associated with each item.

Please forward all requests to my office by Tuesday, February 26th.

jbs