



Team HISD Educator of the Year Celebration

Hilton Americas Hotel

1600 Lamar Street (77010)

Friday, May 18, 2018

Reception - 6:00 P.M. ---- Dinner and Program - 7:00 P.M.

\$65.00 per person — \$650 table of 10

TICKET REQUEST FORM

Contact Person <i>First and Last Name</i>		
Contact Title		
School/Dept. Name		
Route #		
Telephone #		
Email		
Number of tickets requested		
Payment Method	_____ Amount enclosed \$	_____ Transfer of Expenditure (MOTE) completed in OS SAP by 4/20/18

Principals are authorized to buy tickets with school activity funds. Schools may use a **Transfer of Expenditure Request** Form. Tickets can be purchased by TA accounts or personal checks/money orders. Please make checks payable to **HISD Educators of the Year**. Schools and Departments will be limited in the number of tickets purchased to provide an opportunity for all schools and departments to participate in celebrating with their honoree. The event will honor and celebrate our educator honorees (adults only).

Please **send this form and payment to** Strategic Partnerships, HISD, Rt. 1, fax to 713-556-7244, or email to TOY@houstonisd.org. If you require further information or have questions on the Transfer of Expenditure (MOTE) process using OneSource SAP, refer to instructions or contact Jaquelyn Snowden (JSNOWDE1@houstonisd.org or 713-556-7200). **Deadline to purchase tickets is Friday, April 20, 2018.**

Refer to HoustonISD.org/EOYTickets for school ticket purchase details along with event parking information and hotel reservation options (for May 18-20) to share with the honorees and event guests.

Purchased tickets will be available for pick up at Hattie Mae White, 1SE (Strategic Partnerships) on May 9-11 and May 14, 2018, from 8:00 am to 5:00 pm. The principal or designee should pick-up tickets and distribute.

DEADLINE

Final day for ticket purchase is **Friday, April 20, 2018.**

Tickets **will not** be available for purchase at the door.