

**SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT**

Item # \_\_\_\_\_

**REQUEST FOR APPROVAL OF PURCHASE**

Agenda

**SUBMIT PURCHASE REQUISITION WITH THIS FORM NO LATER THAN THE LAST DAY OF THE MONTH**

School \_\_\_\_\_

Today's Date \_\_\_\_\_

General Fund

Budget Code \_\_\_\_\_

Student Activities

Club or Activity Name \_\_\_\_\_

(Minutes of Meeting Must be Attached)

**APPROVAL IS REQUESTED FOR THE FOLLOWING**

Quantity	Description	Unit Cost	Total Cost

Need, purpose, or intended use: \_\_\_\_\_

If this request is in substitution for a line item in the budget, complete the following:

This item will be purchased in place of Line Item # \_\_\_\_\_ in the \_\_\_\_\_ budget.

This substitution was made because \_\_\_\_\_

**NOTE:** The following must be attached, where applicable: (Please check off items which you have attached. Approval will not be processed without the proper attachments.)

I have completed and attached the following:	
1. Approval of Purchase	_____
2. Purchase Requisition	_____
3. Transfer of Funds (if necessary)	_____
4. Minutes of Meeting	_____

\_\_\_\_\_  
Person Requesting Authorization

\_\_\_\_\_  
Building Principal

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**FOR BUSINESS OFFICE USE**

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      \_\_\_\_\_ Hold for Further Action

\_\_\_\_\_  
Assistant Superintendent for Finance & Operations