

REQUEST FOR PURCHASE OVER \$100,000

7320 F-4

Required for all purchases over \$100,000. Route to Deputy Superintendent, Chief Financial Officer or Chief Operations Officer. Form will be returned to requestor and must be attached to Purchase Requisition.

Department/School _____

Requested By _____

Date _____

Budget Number _____

Vendor _____

Is this a renewal from last year? Yes No

If yes, what was the amount approved? _____

Description of Expenditure

Explanation for Expenditure

How does this purchase support the district's strategic plan?

_____ Approved / Superintendent's Signature _____

_____ Denied / Superintendent's Signature _____

If approved, this form must be submitted with the purchase requisition.