

Supervisor/Principal - To complete the Pre-Approval form

1. Enter name of staff member requesting approval of expenditure.
2. Enter your Site or Department.
3. Enter type of items requesting to purchase, i.e. instructional material office supplies.
4. Enter vendor staff member intends to purchase items from.
(One form required for each vendor.)
5. Enter authorized amount staff member can purchase.
 - a. This amount CANNOT exceed \$400.00
 - b. Staff member will only be reimbursed up to the amount listed.
6. Enter budget number reimbursement will be charged to.
7. Enter a brief explanation why it is necessary to circumvent the normal purchasing process.
8. Sign and enter date and time of approval.

PRE-APPROVAL FOR REIMBURSEMENT OF PERSONAL FUNDS		
Requester's Name		
Site/Department		
Type of Supplies		
Vendor		
Approximate Cost		
(Cost Can Not Exceed \$400.00)		
Budget Number		
Brief explanation why it is necessary to bypass the normal purchasing process.		
(Approval Signature)	(Date)	(Time)