



# Funding Request

**Instructions:**

- Complete the information below when requesting District funds for a purchase or expenditure.
- Complete Funding Request submitting to the Business Office.
- When your funding request has been approved, a copy will be emailed to you.
- You may then use the account line(s) below on your purchase order or expenditure form.

Date: \_\_\_\_\_

Name of Person Requesting Funds: \_\_\_\_\_

Site or Department of Requestor: \_\_\_\_\_

*In the box below, provided a brief description of what is being purchased (attach quote if available)*

Dollar amount requested: (include sales tax and shipping) \$

Vendor Name: \_\_\_\_\_

**Function the funds will be used:**

- |   |   |
|---|---|
| For students in the Classroom (1000) <input type="checkbox"/> | For Library (2420) <input type="checkbox"/>         |
| For staff development (2140) <input type="checkbox"/>         | For Admin/Office (2700) <input type="checkbox"/>    |
| Equipment Replacement <input type="checkbox"/>                | For Health Services (3140) <input type="checkbox"/> |
| Other: _____  |   |

**Business Office will provide the account line.**

	Amount	Fund	Resource	Yr	Goal	Function	Object	Site	Local	Dept
\$	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
\$	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
\$	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
\$	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Cabinet Date: \_\_\_\_\_