

PEQUANNOCK TOWNSHIP BOARD OF EDUCATION
Business Office
538 Newark Pompton Turnpike Pompton Plains, New Jersey 07444

Purchase Order Rationale Form

A. Educational Rationale

As a result of this purchase, please explain what students will learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.

B. Operational Rationale

Provide a brief explanation how this purchase is of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.

C. Light Meals; Refreshments—Student or Parent Activities -- N.J.A.C. 6A:23A-5.8(e)

Provide a description and purpose of student or parent activity. Document the makeup of the group participating. Attach a list of employees or board members included in the group. (Use back if necessary).

Name of School/Office _____

Requestor _____

Signature: _____ Date _____

Name of Vendor _____

Amount \$ _____ Account # _____ BUDGETED Yes _____ No _____

If not budgeted, explanation: _____

_____ Approved _____ Not Approved

Other: _____

Director/Principal/Supervisor Date _____

Please attach the Rationale Form to the front of the Purchase Order – One Form Per Purchase Order.