

**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**

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**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.*