

# Pre-approval of Purchase

(Form must be completed before making a purchase requiring reimbursement)

Approval must occur before purchase is made. Attach completed form and itemized receipts(s) for documentation when submitting a reimbursement request to Fiscal Services.

Date of request: \_\_\_\_\_ Site: \_\_\_\_\_

Name of purchaser: \_\_\_\_\_

Vendor/Store: \_\_\_\_\_

Items to be purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason or use for purchase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total estimated cost: \_\_\_\_\_

Budget Code: \_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Single Plan for Student Achievement Reference Page(s): \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Principal / Administrator's Name                      Signature                      Date

\_\_\_\_\_  
Budget Administrator's Name                      Signature                      Date