## SANTA FE SOUTH SCHOOLS, INC.

CHRIS BREWSTER ~ SUPERINTENDENT

7000 Crossroads Blvd. Ste. 4000 Oklahoma City, OK 73149 405.601.5742 fax.405.601.5435



www.santafesouth.org

## **Purchase Request Reference Sheet**

Items listed here do not guarantee a purchase request approval.

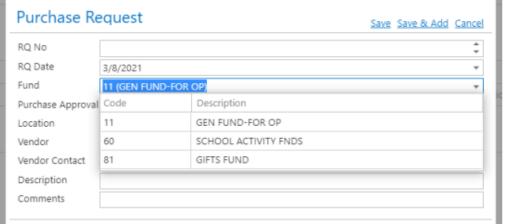
## General Funds (11)

- Classroom Supplies
- Office Supplies
- Certification Exam Reimbursements
- Athletic Tournament Fees
- Supplies, Materials, Software Essential to Instruction
- Books for Instruction
- Goods/Services approved from a Federal Program
- Uniforms
- Athletic Supplies & Materials (including Jerseys) w/Approval

## Activity Funds (60)

- Team Shirts
- Non-Uniform Attire
- Food, Meals, & Snacks
- Athletic Supplies & Materials not approved from GF
- Classroom Supplies or Materials not approved from GF
- Book Fair
- Student Store/Concessions
- Fundraiser
- Rewards
- Athletic Team Travel (Lodging/Meals)
- Events such as Prom & Graduation
- Graduation Expenditures
- Yearbooks

\*Food, Candy, & Snacks are considered illegal purchases from the General Fund (GF) unless for classroom instruction or included in grant guidelines for parent meetings. (Gifts and awards are also considered illegal expenditures from the GF)



If the drop down menu does not give you the option to change funds, highlight the text and hit delete on your keyboard. Other options will appear afterwards.