

SANTA FE SOUTH SCHOOLS, INC.



CHRIS BREWSTER ~ SUPERINTENDENT

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Purchase Request Reference Sheet

Items listed here do not guarantee a purchase request approval.

| General Funds (11) | Activity Funds (60) |
|--|---|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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)*

Purchase Request [Save](#) [Save & Add](#) [Cancel](#)

| | | |
|-------------------|---|----------------------|
| RQ No | <input type="text"/> | |
| RQ Date | <input type="text" value="3/8/2021"/> | |
| Fund | <input type="text" value="11 (GEN FUND-FOR OP)"/> | |
| Purchase Approval | Code | Description |
| Location | 11 | GEN FUND-FOR OP |
| Vendor | 60 | SCHOOL ACTIVITY FNDS |
| Vendor Contact | 81 | GIFTS FUND |
| Description | <input type="text"/> | |
| Comments | <input type="text"/> | |

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.