

**UNION PUBLIC SCHOOLS
REQUEST FOR 2022-2023 YEAR-END SPENDING
AND 2023-2024 ADDITIONAL SPENDING**

Fund: _____

Division: _____

Project: _____

Complete this request for any spending needs for which you are not able to submit an RQ prior to Friday **April 28, 2022**. RQ's will only be processed by Accounting if you have requested and received approval for year-end spending. Please note - your request for year-end spending must be limited to purchases for which RQ's could not be prepared prior to April 29, 2023 and for which budget funding is available for the current year.
Note: Please try to plan your purchases so that the goods or services can be received on or before June 16, 2023

2022-2023 YEAR-END SPENDING REQUEST				<i>Amount Requested</i>	<i>Amount Approved</i>
<u>Project</u>	<u>Function</u>	<u>Object</u>	<u>Description of Purchase</u>		
<i>Total 2022-2023 Year-End Funding</i>				<u>\$ -</u>	<u>\$ -</u>

Complete this form if you are requesting additional 2023-2024 funds.

2023-2024 REQUEST FOR ADDITIONAL SPENDING			Mandated by Law	Mandated by Board or Superintendent	<i>Requested by Department School</i>	<i>Amount Approved</i>
<u>Project</u>	<u>Function</u>	<u>Description of Purchase</u>				
<i>Total 2023-2024 additional funding</i>			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>