CAPITAL OUTLAY REQUEST
Requested for the 20____ - 20____ School Year

THE RULE OF THUMB FOR CAPITAL EXPENDITURES IS THAT THE EXPENDITURE IS $500 OR GREATER AND HAS A USEFULL LIFE OF 4 OR MORE YEARS.

VENDOR : _____ **FAX Number:** _____

Address/Website: **Phone Number:**_____

Deliver To: _____

____ MACCRAY East – 309 Day Street Raymond, MN 56282 (320) 967-4281
____ MACCRAY West – 700 Agnes Avenue Maynard, MN 56260 (320) 367-2396
____ MACCRAY Sr. High – 711 Wolverine Drive Clara City, MN 56222 (320) 847-2154

Item No.	Quantity	Description	Unit Price	TOTAL

Requested By: _____

Approved: **Bldg. Principal** _____

Superintendent: _____