

# Federal Purchase Order Request Form

## ACCOUNT CODE: FOR BUSINESS OFFICE USE ONLY

Enter full account code below.

No Response

## INVENTORY MANAGEMENT

Please describe the inventory management (labeling, TIPWeb entry, Federal Programs Spreadsheet, etc.) for this expenditure.

No Response

## PO REQUISITION NUMBER: FOR BUSINESS OFFICE USE ONLY

Enter PO Number below. When sending the PO to the vendor, ask them to verify they received and can open the attachments. The funds become obligated at the time they receive the PO.

No Response

## SPECIAL INSTRUCTIONS

Enter any special instructions (delivery, 'cc individuals, check vendor contact, etc. in the space below

No Response

## Approved Vendor

Please verify that the vendor is an approved vendor for BISD before proceeding. Type in the name under which they do business on the approved list. Contact the Purchasing Department if you need assistance with this requirement.

No Response

## Vendor contact information:

List phone number, email, contact name and address. Give any special directions needed regarding how to order.

No Response

## Supplanting - All federally funded expenditures are subject to the "Supplement not Supplant" provision except ESSER funds. Title I Services are covered by SNS Methodology document for current school year.

Was the proposed expenditure paid for with state or local funds in the current or preceding year? Is the expenditure required by local, state, or federal mandate? Is the activity provided with federal funds to some recipients and with state/local funds to others?

No Response

## Supplanting

If the proposed expenditure paid for with state or local funds in the current or preceding year, please provide justification for using federal funds for the expenditure.

No Response

## Domestic Preference

Boerne ISD, to the greatest extent practicable, gives preference to purchases, acquisitions, or uses of goods, products, or materials produced in the United States. Is this vendor a domestic vendor?

No Response

## If the vendor is not a domestic vendor, please provide justification for choosing a non-domestic vendor.

No Response

## District Employee

Name of requestor

No Response

## Campus:

Select the entity that is the recipient of the expenditure.

No Response

## Which Title program are you requesting funds from?

No Response

## If choosing "Other," please specify in the space below.

No Response

### **Procurement Method**

Indicate the procurement method for this expenditure from the list below.

No Response

### **Enter amount being requested.**

Include all costs, to include shipping costs.

No Response

### **Item(s) requested**

List items exactly as listed on quote.

No Response

### **How does this purchase align with your curriculum and district/campus goals? Request must be tied to a CIP or DIP goal, objective, and strategy.**

Be descriptive. Include who will benefit from the purchase and your reasoning. List the goal, objective, and strategy that the expenditure supports. An example would be "Goal 1, Objective 1, Strategy 8 for Parental Engagement

No Response

### **Briefly describe how the expenditure is reasonable, necessary, and meets program-specific objectives.**

No Response

### **Students Served**

Describe the student population benefiting from the expenditure and include the approximate number of students.

No Response

### **Describe the supplemental nature of the expenditure.**

No Response

### **Attach the itemized quote from the vendor**

No Response

### **Attach two alternate quotes and Bid Tabulation for comparable goods/services.**

No Response

### **SAM.Gov, CIP/DIP page, Allowability of Cost**

No Response

### **Receipt of Goods**

No Response

### **History**

### **Remaining**

Freeflow by Tamara Charest (Staff Member)

Notification to Denise Stefanic (Staff Member)

Approval by Tamara Charest (Staff Member)

Notification to Denise Stefanic (Staff Member)