

Proviso Township High Schools District 209

Pre-Purchase Request Committee

PURCHASE REQUEST FORM

SECTION.7;Requestor.Information

Name of Requestor: _____

Title/Position: _____

School/Department: _____

Date of Request: _____

SECTION.8;Purchase.Details

Item(s) Requested: _____

Quantity: _____

Description/Purpose:

(Provide a brief explanation of the intended use of the item(s) and how they support school or district goals.)

Vendor(s) Preferred (if known): _____

Unit Price: \$_____

Total Estimated Cost: \$_____

Priority Level: High (Urgent) Medium (Important) Low (Optional)

Required By Date: _____

Attachments Provided (e.g., quotes, specs): Yes No

SECTION.9;Funding.Information

Funding Source (check one):

School Budget

Department Budget

Title I

