

Today's Date:		For Title I Office Use:		
Event Date:		Payment Method:		
Date Needed:		Liquidation Amount:		
Request for Purchase Federal Programs				
Vendor:				
Website:				
Requester:				
School/Dept:		Requester Phone #:		
School Address:				
Delivery Method: (Choose one below)	Funding Source: (Choose one below)	Strategic Plan (Choose one below)		
Briefly describe reason for purchase and how this purchase aligns with your school plan.				
Generally a cost is reasonable if it is: *Reasonable in nature and does not exceed that which would be spent by a "prudent person" *Necessary for the performance of the Award *Conforms to limitations/exclusions in the law or the Uniform Guidance * Comparable to market prices for the geographic area * Adequately documented Basic standards for allowability remain the same: Necessary, reasonable, allocable and documented				
Qty	Item #	Item Description	Unit Cost	Total Cost
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
			Subtotal	\$ 0.00
Discount Code			Disc Amt	
Please check for shipping charges and apply if applicable.			Shipping Total	\$ 0.00
Principal Signature		Coordinator of Federal Programs		Date Approved