

Title VII Purchase Request

2016-2017 School Year

Requestor: _____ **Building:** _____

Are the funds requested for an event or for materials to be purchased? _____

Purchase Description: (Please include the number of students to be impacted, whether it is a part of your annual incentive plan, supplies, as well as any other pertinent details.)

Total Funds Requested: _____

*Is this dollar amount the total amount needed, or will the project be supplemented by other funds? If so, from where? _____

If the funds requested are for an event please read and adhere to the following

Needed Documentation must be attached:

1. Invoice from destination/vendor – must state the number of students as well as the price per student
2. List of students attending event
3. Confirmation of transportation – If using district bus garage, all requests must be made 7 days prior to the trip. Email trip details to Laura Simonson AND Kristi Pronchinski. A print out of the confirmation email from Kristi will suffice as confirmation. If using Youth Services transportation please note that.
4. If you need a check from the district prior to the event, checks are cut on Tuesdays of each week – no exceptions. The above documentation must be on file prior to the district cutting a check. If the vendor is willing to bill us after the event takes place this is acceptable. The documentation is still necessary.

All request must be sent to Laura Simonson and Jennifer Guenther a minimum of 7 school days prior to date needed.

Request date: _____ **Date Needed:** _____

