ZACHARY COMMUNITY SCHOOL BOARD
Purchasing Request

OFFICE USE ONLY

Requisition #_____

Budget Acct #_____

Vendor #_____ Date Entered_____

Date_____

Requestor_____ **Location**_____

Vendor_____

Funding Source: ☐ *School Funds* ☐ *LA4* ☐ *IDEA*
☐ *Title*_____ ☐ *Gen.Fd.*_____ ☐ *Grant*_____

Quote type: ☐ Telephone (*Attach quotes*)
☐ Written (*Attach quotes*)
☐ Contract #_____

APPROVED BY:_____ _____
Principal ***Director***

TOTAL PURCHASE $_____

Line Item #	Quantity	Unit of Measure *(i.e., each, set, pack)*	Unit Cost	Description *(List catalog number first)*	*Goal	*Activity
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

* For Title funds only: Insert goal and activity number(s) for each item in the appropriate column above. The goal and activity (activities) must be indicated to be approved for Title funds.

Goal:
1. All students will reach high standards by attaining proficiency or better in the four core subjects.
2. All students will graduate from high school.
3. All students will be educated in safe, drug-free environments that are conducive to learning.

Activity:
1. Direct Instruction
2. Destination Reading/Math
3. Family Literacy/Math Nights
4. Accelerated Reader/Math
5. Writing House/Fundations
6. Tutoring
7. Technology-based Instruction
8. Summer School/Extended Year
9. Professional Development
10. Character Training
11. Other_____

NOTE: Any purchases made without prior approval will be the responsibility of the school/principal/individual. This includes repairs and/or goods and services.