



PURCHASING & REIMBURSEMENT REQUESTS

Updated January 1, 2017

Form good through 12/31/2017

DATE:		Please fill in hi-lighed areas, do not change white areas!
VENDOR/ EMP:		
ATTN To:		
ADDRESS:		
CITY, ST, ZIP:		
FAX OR EMAIL:		

Requested by:		To Be:	Sent Out
Employee ID #:		By Date:	

Building Ship to: District Office 706 1st Street

Funding Code-1		Funding Source	Non-Federal
Funding Code-2		Request Type	Check Request
Funding Code-3			

Fd CD	QTY	UNIT	NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1						\$0.00
1						\$0.00
1						\$0.00
1						\$0.00
1						\$0.00
1						\$0.00
1						\$0.00
1						\$0.00
*Note: If attached order is used in description the order must be attached to form.						
Add shipping and handling						
TOTAL amount of order						\$0.00

REIMBURSEMENT REQUESTS ONLY

REASON FOR REQUEST:				
DATE	00/00/0000	00/00/0000	00/00/0000	
MILES*	0.0	0.0	0.0	\$0.00
LODGING	\$0.00	\$0.00	\$0.00	\$0.00
BRKFAST- \$10.00 LIMIT	\$0.00	\$0.00	\$0.00	\$0.00
NOON: \$15.00 LIMIT	\$0.00	\$0.00	\$0.00	\$0.00
EVENING: \$20.00 LIMIT	\$0.00	\$0.00	\$0.00	\$0.00
OTHER EXP: PARKING	\$0.00	\$0.00	\$0.00	\$0.00
Mileage Reimbursement Rate: \$0.535*			TOTAL REIMBURSEMENT	\$0.00

****Note: All reimbursement requests must be turned in within 30 days after expense was incurred.**

Administrator Approval: **Date:** _____

Director of Business Service Approval: _____ **Date:** _____

****Note: If funding source is Federal please complete the next page.**

Only fill out if using Federal Funds
PROCUREMENT REQUEST: Page 2

Part I To be completed by the individual requesting federal funds.

Federal Name

How many students will be impacted by this purchase?

Why is/are the item(s) needed?

If this is a Federal Special Education request is the need documented in a student(s)

If yes, please include the student(s) initials:

Part II to be completed by the Federal Program Administrator.

Eligible and Necessary Determination Questions.

1. Is the item an allowable expenditure for the finance code being considered?

2. Would this item be purchased if there were no Federal Program Services?

3. Would this cost be generated by Non-Federal Program students?

4. Do Non-Federal Program students receive the same services and use the same type of equipment?

Comments:

Federal Program Administrator Signature: Date: