

REQUEST FOR PURCHASE OF TITLE IV FUNDED MATERIALS/SUPPLIES/SERVICES

Date of Request: _____

Requested By: _____
School

Principal's Signature: _____

I. Permission is requested to purchase the following:

() As listed () See Attachment

<u>Item(s)</u>	<u>Cost (If Known)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Vendor's Name: _____

Vendor's Address: _____

Vendor's Phone #: _____ Vendor's Fax #: _____

II. Upon Approval, these materials/supplies/services will be used for: (Check One)

_____ Media Center

_____ NP

_____ Stocked for Future Distribution

_____ Schoolwide

III. List the goals/objectives/activities from your Title IV Schoolwide Plan that these purchases address: _____

IV. The above request is:

_____ Approved from purchase and assigned to Purchase Order# _____

_____ Denied Reason for Denial: _____

Director of Federal Program

Date

***All requests for purchased must be approved at least five (5) working days prior to purchase.**