



**EWING BOARD OF EDUCATION  
Purchase Request Form**

<b>REQUESTOR INFORMATION</b>	
Requestor Name:	Vendor Name:
School Name:	Account Number:
Department:	Total Amount:
Principal/Supervisor:	
<b>Educational Rationale</b>	
As a result of this purchase, please explain what students will learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.	
<b>Operational Rationale</b>	
Provide a brief explanation as to how this purchase is of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.	

\_\_\_\_\_  
Requestor Signature:

\_\_\_\_\_  
Date:

Purchase rationale is appropriate and consistent with CCCS and District Curriculum

Funds are available

Purchase was budgeted for

Quotes are attached (if applicable)

Supporting Documentation is attached

Complete cost is attached (including shipping)

\_\_\_\_\_  
Supervisor/Principal Signature

\_\_\_\_\_  
Date:

**APPROVED FOR DATA ENTRY INTO ACCOUNTING SYSTEM**

## **DIRECTIONS**

**Step 1:** The person requesting the purchase will fill out the following sections:

- Requestor Information
- Educational Rationale – if the purchase is educational in nature
- Operational Rationale – if the purchase is operational in nature

**Step 2:** The person requesting the purchase will then sign and date the form and give to their supervisor/principal for approval.

**Step 3:** The supervisor/principal will check off all applicable boxes related to the purchase and sign once it is verified that all information is complete and accurate.

**Step 4:** The form will then go to the person responsible for entering the requisition into the accounting system.

**NOTE:** This form **MUST** be submitted along with all the back up or the Business Administrator will not approve the purchase.