2023-2024

Pre-approval Form Date: Vendor: Purchased By: 1. Approval is necessary **prior** to your purchase. 2. Make the purchase from the vendor(s). Department: 3. Attach the invoice/receipt to this form and send to the District Office. Activity or General Account (please circle) General Description (It is not necessary to list each individual item, they will be listed on the invoice.) **Estimated Total Cost ESTIMATED TOTAL PURCHASE**

Date:

Principal or Activities Director (for Sports/Extracurricular)

Authorization:

(Return this authorized form to the person requesting this purchase approval.)