

Old Saybrook Schools Purchase Requisition/Request for Reimbursement

Requester: _____

Date: _____

(Ship To Location – Circle one)

Goodwin	Middle	High	CO	SPED
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(Funding Source- Circle One)

District Budget	Grant/ Non-Budget	Student Activities*	Food Services*
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* Does not replace the disbursement request, used only for vendors requiring a purchase order

Account # (Function – Object)

_____ - _____

(Type of Request – Circle one)

Purchase Request	Reimbursement**
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**ALL requests for REIMBURSEMENT MUST include written prior approval of purchase. Attach ORIGINAL receipt or other proof of payment, e.g., credit card statement.

Most common objects:

- 611 – Instructional Supplies
- 612 – Computer Software
- 640 – Library/AV/Periodicals
- 641 – Textbooks, workbooks
- 690 – Other supplies/materials
- 730 – Equipment (>\$500)

Qty	Item #	Description	Item Price	Total	Vendor Information
				\$	Name
				\$	
				\$	Address
				\$	
				\$	City
				\$	
				\$	State
				\$	
				\$	Zip Code
				\$	
				\$	Phone ()
				\$	
				\$	Fax ()
				\$	
				\$	Please supply as much information as possible, especially if using a new vendor
Total for items ordered:				\$	<i>Do not add sales tax.</i>
Shipping & Handling:				\$	<i>Please attach S&H information</i>
Total:				\$	

Coordinator Approval/Date: _____

Principal Approval/Date: _____

Director of Pupil and Professional Services Approval/Date: _____

Entered into system by /Date: _____

**ALL requests for Registration (for conferences, workshops, etc.) MUST include written approval by Principal AND Approval by Director of Student Support Services OR Director of Curriculum and Assessment (as applicable).