

ZACHARY COMMUNITY SCHOOL BOARD

Purchasing Request

Date _____

Requestor _____ Location _____

Vendor _____

Funding Source: ☐ School Funds ☐ LA4 ☐ IDEA
☐ Title _____ ☐ Gen.Fd. _____ ☐ Grant _____

Quote type: ☐ Telephone (Attach quotes)
☐ Written (Attach quotes)
☐ Contract # _____

APPROVED BY: _____ & _____

TOTAL PURCHASE \$ _____

| Line Item # | Quantity | Unit of Measure (i.e., each, set, pack) | Unit Cost | Description (List catalog number first) | * Goal | * Activity |
|-------------|----------|--|-----------|--|--------|------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

* For Title funds only: Insert goal and activity number(s) for each item in the appropriate column above.
The goal and activity (activities) must be indicated to be approved for Title funds.

Goal: 1. All students will reach high standards by attaining proficiency or better in the four core subjects.
2. All students will graduate from high school.
3. All students will be educated in safe, drug-free environments that are conducive to learning.

Activity: 1. Direct Instruction 6. Tutoring 11. Other _____
2. Destination Reading/Math 7. Technology-based Instruction
3. Family Literacy/Math Nights 8. Summer School/Extended Year
4. Accelerated Reader/Math 9. Professional Development
5. Writing House/Fundations 10. Character Training

NOTE: Any purchases made without prior approval will be the responsibility of the school/principal/individual. This includes repairs and/or goods and services.