

# ZACHARY COMMUNITY SCHOOL BOARD

## Purchasing Request

Date \_\_\_\_\_

Requestor \_\_\_\_\_ Location \_\_\_\_\_

Vendor \_\_\_\_\_

**Funding Source:**  School Funds  LA4  IDEA  
 Title \_\_\_\_\_  Gen.Fd. \_\_\_\_\_  Grant \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ & \_\_\_\_\_

OFFICE USE ONLY	
Requisition #	_____
Budget Acct #	_____
Vendor #	_____ Date Entered _____

**Quote type:**  Telephone (Attach quotes)  
 Written (Attach quotes)  
 Contract # \_\_\_\_\_

**TOTAL PURCHASE \$** \_\_\_\_\_

Line #	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.

<u>Activity:</u>	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.