



# Purchasing Pre-Approval Form

*(This form must be used for any purchase of a large individual item by any district employee, including employees who are district credit card holders, for making a purchase over \$250. All other purchases under \$250 will follow the online requisition procedures)*

**Directions: Please fill out completely and submit the form and any other needed materials to the Administrative Assistant in the District Office.**

**Name of Person Requesting Purchase Approval:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

## Purchase Summary:

*Attach vendor information, quotes, or other information as necessary with this form when you submit for approval. Put this form and attached documents in the basket by Mrs. Prielipp's office door. You will be notified via email if your purchase will be approved/denied and the status of the order.*

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☐ Approved

☐ Denied

**District Administrator's Signature:** \_\_\_\_\_

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

**Comments:** \_\_\_\_\_

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