



Purchase Requests Questionnaire

Employee Name: _____ Date: _____

Vendor Name: _____ Total Amount: _____

Explanation of Request: _____

DIRECTIONS: All requests from a CKSD teacher/employee needs to be approved by the building principal. Principals need to answer the following questions:

1. Is the request being made budgeted? _____ (yes/no)

2. Is the request essential (a need)? _____ (yes/no)

3. If not budgeted and approved, was the Superintendent and/or Business Manager/Assistant Business Manager contacted? _____ (yes/no)

APPROVAL SIGNATURES

APPROVED: _____ (yes/no)

Principal

Date

Business Office

Date

Superintendent

Date

Notes/Explanation: _____
