

Pre-Purchase Authorization Form

This form is to be used for purchases for which you will be requesting reimbursement. All reimbursement purchases are to be pre-approved. Date this form appropriately, not after the purchase.

Date:

Purchaser's Name:

Purchaser's Signature:

Description of items to be purchased:

How they relate to your curriculum:

Estimated amount of purchase:

What funds are to be used:

Principal's Authorization:
