



**ROBERTS HIGH SCHOOL**

Staff Request to Purchase ♦ **Preapproval** Form

Requestor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Account/Funding Source: \_\_\_\_\_

Date Needed: \_\_\_\_\_



Preferred Method of Order: Petty Cash  Employee makes purchase and is reimbursed.

Procard  Use site Procard.

District  Office will order through Purchasing or Central Stores.

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Website: \_\_\_\_\_

Qty	Item #	Description / Purpose	Unit Cost	Total
<b>Grand Total</b>				

Approved by: \_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

**To Be Completed by Office Staff**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Order/Payment:  
 Petty Cash (Employee makes purchase and is reimbursed) \_\_\_\_\_  
 ProCard (Office will purchase) \_\_\_\_\_  
 District Order (Office will place order as appropriate) \_\_\_\_\_

Notes (if any): \_\_\_\_\_