

# HAYS CISD FEDERAL PROGRAMS Purchase Request Form

<b>SCHOOL NAME</b>	
ADDRESS	
CITY, STATE, ZIP+4	
	Office
	Fax

Today's Date: \_\_\_\_\_

<b>Requisition #:</b>	
<b>Purchase Card:</b>	
<b>Request for Check #:</b>	

*This is not an active purchase order and cannot be used for any purchases.*

<b>Vendor Name:</b>		<b>Vendor #:</b>	
<b>Vendor Contact email &amp; phone:</b>			

FUNDING For Purchase:			
<b>Account</b>	<b>Balance</b>	<u>Verified?</u>	<b>Principal/Director Approval</b>
Budget? <input type="checkbox"/>		<input type="checkbox"/>	X
		<u>Verified?</u>	<b>Federal Programs Dir Approval</b>
		<input type="checkbox"/>	X
<b>Account</b>	<b>Balance</b>	<u>Verified?</u>	<b>Principal/Director Approval</b>
Activity Fund? <input type="checkbox"/>		<input type="checkbox"/>	X
<i>If activity fund, assignment name &amp; number:</i>			
<i>Budget Code:</i>		<i>Budget Code:</i>	
<i>Budget Code:</i>		<i>Budget Code:</i>	

**Order Description:**

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\*\* You only have to enter line 1 if you attach a quote or shopping cart \*\* enter "see attached Quote" or "Cart attached"

Quantity	Description	Unit Price	Amount
<b>Estimated Shipping:</b>			

Requested By: \_\_\_\_\_ DATE: \_\_\_\_\_  
Printed Name

\* Staff please forward completed form with quote/bid/contract or other supporting documentation to your bookkeeper \*  
\*\* Bookkeeper, please attach all backup in TCM for Requisitions, Request for check & Purchasing cards \*\*

Munis September 2021