



BIG TICKET ITEM REQUEST

The following form must be approved in advance if an item is over \$500. After approval a requisition can be put right through for a purchase order (PO).

Name of Requester: _____ Date: _____

Item Description:

Model Number: _____

How will this item be used?

How will this item benefit our students?

Amount Requested (if more than 1): _____ N/A

Did you check to see if this was the best price available? YES NO

Approval granted from Department Head: _____

Approval granted from Bldg. Administrator: _____

Is this TECH related? YES / NO IF yes, tech dept. signature required _____

Is this SPED related? YES / NO IF yes, tech dept. signature required _____

This was APPROVED / DENIED for the following reasons:

SIGNATURE (CENTRAL OFFICE): _____