



**MAGAZINE SUBSCRIPTION REQUEST FORM**

ALL magazine subscriptions must be approved in advance. Any magazine subscriptions paid for without this approved magazine subscription request form will be paid for by the employee. After approval a requisition can be put through for a purchase order (PO).

Name of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Name of magazine: \_\_\_\_\_ Appropriate magazine grade level: \_\_\_\_\_

Company or organization website: \_\_\_\_\_

Is this magazine part of your written curriculum? YES / NO Please explain:

How will this magazine benefit our students?

How and in what fashion will this magazine be utilized?

Cost of Magazine: \_\_\_\_\_

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

Approval granted from Department Head: \_\_\_\_\_

(Department Head's Signature)

Approval granted from Administrator: \_\_\_\_\_

(Your Administrator's Signature)

This was APPROVED / DENIED for the following reasons:

SIGNATURE (CENTRAL OFFICE): \_\_\_\_\_