



MAGAZINE SUBSCRIPTOIN REQUEST FORM

All magazine subscriptions must be approved in advance. Any magazine subscription paid for without this approved magazine subscription request form will be paid for by the employee. After approval a requisition can be put right 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 available? YES NO

Approval granted from Department Head: _____

(Department Head's Signature)

Approval granted from Bldg. Administrator: _____

(Your Administrator's Signature)

*This was **APPROVED** / **DENIED** for the following reasons:*

SIGNATURE (CENTRAL OFFICE): _____