



331 Levis Drive
Mount Holly, NJ 08060

School Business Administrator
Board Secretary

REQUESTOR INFORMATION

Requestor Name:		Vendor Name:	
School Name:		Account Number:	
Department:		Purchasing Method:	
Principal/Supervisor:		<i>Ed Data, MRESC, St. Contract, etc.</i>	
		Total Amount:	

Please select **either** Educational (to be used by students) or Operational Rationale (staff & building)

Educational Rationale

As a result of this purchase, please explain what students will learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.

Operational Rationale

Provide a brief explanation as to how this purchase is of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.

Requestor Signature

- ☐ Purchase rationale is appropriate and consistent with NJ Curriculum Standards & district curriculum
- ☐ Funds are available & purchase was budgeted for
- ☐ District bids & Co-Ops were checked (Ed Data, ESCNJ)
- ☐ NO sole-source or brand name are allowed as justification of purchase- Used Competitive purchasing

Date

- If needed, quotes are attached
- Inventory has been checked to determine a need
- All supporting documentation is attached
- ☐ Complete cost is attached (including shipping)
- ☐ By signing, I acknowledge that the district is not responsible for commitments made without an approved PO.

Supervisor/Principal signature

Date

☐ *Approved for data entry into accounting system*