

PURCHASE REQUEST AUTHORIZATION – HISD EMPLOYEE
WEST UNIVERSITY ELEMENTARY SCHOOL PTO
SCHOOL YEAR 2016 – 2017



This form should be used by HISD employees who are requesting to purchase items for the school. This form must be submitted and approved by Principal Threet BEFORE the purchase can be made. If this form is approved, the form will be returned to you and you can proceed with the purchase. After purchase, expenses should be submitted with an Request for Payment Form.

DATE: _____

AMOUNT (Detail Attached): _____

REASON FOR EXPENSE: _____

REQUESTED BY (print name): _____

Signature: _____

Phone & Email: _____

How will this purchase be made?

_____ Vendor will invoice the school.

_____ Requestor will be purchasing the items personally and submitting a request for personal reimbursement (Total must be under \$600). Receipts MUST be accompanied with Proof of Payment. We cannot reimburse sales tax. See Financial Policy Statement.

FOR ADMINISTRATOR USE

WUES PRINCIPAL APPROVAL: _____

(Required before purchase of materials.)

PTO Budget Account (Check One):

_____ Principal's Discretion

_____ Instructional Material

_____ Classroom Setup

_____ Other _____

WUES PTO VP BUDGET APPROVAL: _____

(Required before purchase of materials)

Itemize Expenses Here (One vendor form per line):

| VENDOR | DATE | INVOICE #/TEACHER | EXPENSE DETAIL | AMOUNT |
|------------------------|------|-------------------|----------------|--------|
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| TOTAL REQUESTED | | | | |