

CONNECTIONS PROGRAM

PURCHASE REQUEST/MATERIALS ORDER FORM/REIMBURSEMENT

Parents/Guardians: Complete this form to obtain pre-authorization to purchase the educational materials listed below. If you wish the Rice Lake Area School District to process the purchase, this form will serve as the order form. (Check below.) If you make the purchase, after materials have been received submit THIS FORM along with THE ORIGINAL RECEIPTS FOR REIMBURSEMENT.

PARENT PLACED ORDER

DISTRICT PLACED ORDER

Submitted By:	Student Name:	Date Requested:
Telephone:	Student's Course/s:	

Supplier #1 Information: Vendor Name:					
Vendor Address:				Vendor Phone:	
Vendor Web Address:					
Description of Requested Item	Order Number	Qty	Unit Price	Total	Purchase Authorized by
Total					

- I understand that the Connections Program will not pay any funds over and above the amount budgeted for this preapproved expense.
- I understand that if I overspend the pre-approved amount, I am responsible for the amount overspent. I understand that pre-approved funds will not be reimbursed until after purchases are made and the receipts are submitted.
- Original itemized receipts for all purchases (copies not acceptable) will be required. No reimbursement will be issued for sales tax. Please allow a minimum of 2 weeks for payment reimbursement.
- I understand that a pre-approval request is due 2 weeks prior to the date of the expenditure. If the request is received late, the funds are subject to denial of payment.
- Refer to student handbook for reimbursement guidelines.
- This form must be signed by the Director prior to the date of the expenditure in order to receive reimbursement.

I have read and understand the above statement and am requesting pre-approval of funds:

Signature

Date

Reimbursement - For Office Use Only			
Date	Code #	Ck Amount	Check #