

SUZUKI CHARTER SCHOOL

REQUEST FOR APPROVAL OF PURCHASE OR PROFESSIONAL DEVELOPMENT FUNDS:

Guidelines:

1. Classroom and resource purchases: Academic teachers must receive prior approval for purchases. The Principal must approve single item purchases over \$75.00 prior to ordering and/or purchasing.
2. Technology purchases: The Assistant Principal must approve and oversee all technology purchases to ensure network capability and alignment with our SCS technology requirements.
3. Music purchases: Music teachers purchasing materials for the music program must submit their request to the Music Director for approval prior to making purchases.
4. Professional Development funds must be approved prior to enrolling in a class. Teachers are to submit their request to the Principal for academic teachers or Music Director for music teacher prior to enrolling in a course/workshop.
5. Once this form is approved and signed by either the Principal or Music Director please put forward the form to the Secretary-Treasurer.

DATE: _____

NAME OF PERSON MAKING THE REQUEST:

ITEM OR ITEMS BEING REQUESTED:

BUDGET AREA FUNDS TO BE TAKEN FROM:

APPROVAL OF PRINCIPAL:

APPROVAL OF SECRETARY-TREASURER:

PURCHASE ORDER NUMBER:
