

2010-2011 Pre-Acquisition Request

Office Use Only	
PO NO.	
Date:	
Initials:	

Vendor _____
Address: _____

Phone/Fax _____

Staff _____ **Date:** _____
Campus _____ **Department/Position** _____

Complete Expenditure Code _____

CIP - Campus Improvement Plan **DIP - District Improvement Plan**

CIP / DIP Description	
Goal, Objective and Strategy that references this expenditure	
Rationale supporting how this will increase student achievement	
If this pre-acquisition is for staff development, indicate how you will benefit from your staff development	

Funds Requested:	
General Funds	-
Title I A	-
Title II A	-
Title III	-
Title IV	-
Activity	-

Qty	Stock No.	PG #	Description (size, color, etc.)	Price	EA.	Amount
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

Campus/Principal Approval _____
 Superintendent Approval _____
 Business Manager approval _____

Page Total	\$ -
Requisition	\$ -
Shipping	
Discount	
Total Requisition	\$ -