



Purchase Protocol for Schools
Maintenance/Computer Purchases

Submit to Purchasing Only When Signed(*)

Requisition #: _____

School Name: _____

Item to be Purchased: _____

Description of Item:

Location in School: _____

Replace: (check one) ☐ Existing ☐ New

Maintenance/Computer Department Involvement: (Description – electrical, plumbing, renovation, computer drop, other...)

*Principal Approval: _____ Date: _____

Maintenance/Computer Department Comments:

*Maintenance/Computer Approval: _____ Date: _____

Board Office: Anticipated Delivery Date: _____