

AMERICAN HERITAGE SCHOOLS

Purchase Authorization Form

Requested by: _____ Date: _____

Supplier/Vendor	Account	Classification	Beginning Budget	
			\$	
Approved	Qty	Description	Purpose	Estimated Cost
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
Total			\$	

Supplier/Vendor	Account	Classification	Beginning Budget	
			\$	
Approved	Qty	Description	Purpose	Estimated Cost
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$
Total			\$	

Approved Totals for this form

Account	Classification	Approved Total
		\$
		\$

_____ Employee Signature

_____ Principal Signature

_____ Assistant Principal Signature

_____ Business Director Signature

- Please follow this process for all purchases:
- 1) Complete Form prior to purchase
 - 2) Obtain Assistant Principal, Principal and Business Director approval prior to purchase
 - 3) Submit completed form to Finance Office with Invoice, Account Statement or Reimbursement Request

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