

Laguna Beach Unified School District

Pre-Approval Purchase Request Form

Required for purchases of \$250 and over

*Purchases of \$250 and over require pre-approval by Principal/Administrator and business office **before** any purchase or cost is incurred.*

Cardholder Name: _____ Site: _____

Expenditures approved by: _____

Purpose of Expenditures: _____

Requested by	Description of Item(s) to be Purchased	Vendor's Name	Estimated Cost
TOTAL			-

Account Number: _____

Employee Signature: _____

Approved by: _____

Principal/Department Head Date

Superintendent/Chief Business Official Date

