

# Purchase Requisition Approval

Hardy County Schools

Order From \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_

**Board Office Use Only**

Administrator's initials indicate:  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Date \_\_\_\_\_  
 Code \_\_\_\_\_

Department or Person Requesting Items/Date \_\_\_\_\_

Funding Source \_\_\_\_\_

Ship To: \_\_\_\_\_  
 Attention: \_\_\_\_\_

Quantity	Catalog #	Description	Unit Price	Amount	P a g e	USIP/Goal Goal/Obj. (i.e. 1.5.3)
<b>TOTAL</b>						

**Immediate Supervisor Must insure that all columns are Completed for each item purchased.**

Signed approval only grants permission to proceed with the requested order. Proper purchasing procedures must be followed. Requested items may not be ordered utilizing this form.

Signed \_\_\_\_\_  
*Immediate Supervisor*  
 School \_\_\_\_\_

Initial \_\_\_\_\_  
 Receipt Date \_\_\_\_\_