KUA PURCHASE ORDER AND CHECK REQUEST

KIDS UNLIMITED ACADEMY
EST. 2013
MEDFORD

Check   Credit Card   Purchase

_____

Date of Request _____   Date Needed _____

Payee / Source _____

Address _____

Program Purpose
(Class or Program) _____

Grant billed to
(if known) _____

Are there funds remaining in budget / Grant to cover this request?   Yes   No   Maybe

If No, how do you plan to pay for?_____

If items(s) need to be ordered by Internet or phone - please check here

If items(s) need bid process - please check here   (3 bids required)

Additional Ordering instructions _____

Please attach order forms, entry forms, copies of catalog pages, etc.

Item Description   _____

_____

Estimated Total Cost $ _____ To Be Ordered By _____

Requested by _____   Date _____

Approvals (2 approvals required for Capital Items or over $5000) - Tom 2nd Approval

KUA   **Program Purchases**   **General Office Supplies**   **Technology/IT**

_____   _____   _____
Program Director/Director of Academics   Office Manager/Director of Academics   Program Director/Director of Academics

_____   _____   _____
Tom Cole   Tom Cole   Tom Cole

(Accounting/Purchasing Use Only)

Account No & Class / Grant _____   **Purchase Requisition Rev. 11/02/20**