**DOUGLAS COUNTY SCHOOL SYSTEM**
**LOCAL SCHOOL PURCHASE/CHECK REQUEST FORM (FIN - 634)**

**VENDOR #**

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**SCHOOL**

Vendor: Name

Address

Phone

Fax

Amount Requested

Quote

Account To Be Paid From

Invoice

Account To Be Transferred From

Receipt

Reason for Purchase (who benefited)

Packing Slip

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<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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Sub-Total

Discounts (if applicable)

Shipping + $ -

TOTAL

Requested By

(Staff Member)

Date

Approved By

(Principal)

Date

Approved By

(Technology Department - for technology related purchases)

Date

Approved By

(Finance Office - for check amounts of $5,000 or greater)

Date

Approved By

(Superintendent - for check amounts of $10,000 or greater)

Date

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**CHECK INFORMATION**

The information below should be completed by the office manager/bookkeeper.

Mailed To Vendor: ___________________________ Check Mail Date ___________________________

Check Picked Up By: _________________________ Check Pick Up Date _________________________

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Rev. 07/22

If this is a technology related purchase or the total amount is $5,000 or greater, this form and all supporting documentation (local purchase order, quotes, proposals, contract, approved Tech Ticket, etc.) must be sent to the Finance Office for approval(s) before items are ordered or services are requested.