

NATOMAS UNIFIED SCHOOL DISTRICT BUY-OUT REQUEST - PRIOR APPROVAL REQUIRED

NOT TO EXCEED \$150.00

NAME: _____
ADDRESS: _____

DATE: _____
SCHOOL: _____

PRE-APPROVAL - To be filled out before purchase. (Please verify that funds are available before giving approval)

IT Approval

Date

Site Approval

Date

Not to Exceed

The amount shown above is the maximum amount that is authorized to be paid by the school district. Any amount in excess of what is authorized will be the liability of the person making the request.

General Description of Items to be Purchased	Estimated Total
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Estimated Total: \$ _____	

ACCOUNT CODE:

Fund XX	Resource XXXX	Year X	Object XXXX	Site XXX	Goal XXXX	Function XXXX	Local 1 XXX	Local 2 XXX	Amount:
_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____
Total (Must equal amount below): \$ _____									_____

SPSA
Goal/Action/PG #

Please complete after purchase and submit to district office with receipts.

Site Approval - Print & Sign

Date

TOTAL \$ _____

District Approval - Print & Sign

Date

****The IT approval is required only for purchases related to IT equipment, software, license, etc.**