

**NATOMAS UNIFIED SCHOOL DISTRICT
2023-24 CLASSROOM INSTRUCTIONAL SUPPLY BUY-OUT
REQUEST **PRIOR APPROVAL REQUIRED**
NOT TO EXCEED SUPPLY ALLOWANCE**

NAME: _____
ADDRESS: _____

DATE: _____
SCHOOL: _____

PRE-APPROVAL		
_____	_____	
IT Approval	Date	
_____	_____	_____
Site Approval	Date	Not to Exceed
<p>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.</p>		

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	
	-	-	-	-	-	-	-	030	\$
	-	-	-	-	-	-	-	030	\$
	-	-	-	-	-	-	-	030	\$
Total (Must equal amount below): \$									

These funds must not be used for items of a personal nature or food items that do not meet the District nutritional standards, such as candy. Site staff that are processing paperwork related to these requests are not supervisors; therefore it is the professional responsibility of the staff member making the purchases to adhere to Board Policy & NUSD's political action guidelines, which are included for reference in the annual acknowledgments signed by staff at the beginning of each school year. All purchase requests are subject to site and district approval.

<i>Please complete after purchase and submit to district office with receipts.</i>	
Site - Name of Approver (Print & signature) _____ Date _____	TOTAL \$ _____
District - Name of Approver (Print & signature) _____ Date _____	

The last day to submit buyout requests or purchase requisition forms to your site Principal is **Friday, April 5, 2024**

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