

ORCHARD VIEW SCHOOLS

Capital Outlay Pre-Authorization to be presented for Board Action

Requested by: _____ Date: _____

Building/Program _____ Board Meeting when action item is requested: _____

NOTE: Capital Outlay purchases that will exceed \$2,800.00 (alone or as an aggregate on one order) must receive Board pre-authorization before a purchase order will be approved. PLEASE ALLOW AT LEAST 30 DAYS OF LEAD TIME BEFORE THE ITEM NEEDS TO BE ORDERED (WITHIN NEXT BOARD MEETING CYCLE).

Account Number	Description	Estimated Cost

I have attached bids _____ Yes _____ No Was this order bid or shopped competitively? _____

If no, why not: _____

Recommended Vendor: _____

Reason for Recommended Vendor _____

Rationale/Justification of Need: _____

Implications if request is not approved: _____

What other options to this purchase were considered? _____

Does this request require a budget change? _____ Yes _____ No

Approved and Recommended by:

Superintendent

Director of Business and Personnel

Administrator

I understand that I MUST file this form no later than two weeks prior to the approving Board meeting packets are to be sent out. The packets are sent out the second Thursday of each month, so **ALL REQUESTS AND BACK-UP INFORMATION IS DUE NO LATER THAN TWO WEEKS PRIOR TO THE MEETING WHERE PURCHASE REQUIRES APPROVAL.** I also understand that if this deadline is not met, the action requested may be denied.