

# 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 \$15,000.00 (alone or as an aggregate on one order) must receive Board pre-authorization before a purchase order will be approved. Orders ranging from \$10,000.00 to \$14,999.99 require an A-91 for Board acknowledgement only. 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.