FORT SMITH PUBLIC SCHOOLS

Student Achievement and Accountability

# WAREHOUSE ORDER FORM

## PREAPPROVAL

| *For Parker Center Financial Secretary Use Only* | | |
|---|---|---|
| Funds are available in this category. | ☐ YES | ☐ NO |
| Requisition: | | |
| BUDGET UNIT | | ACCT |

***NO REIMBURSEMENTS - Do NOT purchase PRIOR to approval.***

***FUNDING SOURCE:***

| FEDERAL GRANTS | STATE FUNDING | PRE-K FUNDING | DISTRICT FUNDING | OTHER FUNDING |
|---|---|---|---|---|
| | | | | |
| | | | | |

**LOCATION:** _____ **DATE:** _____ **ORDERED BY:** _____

| QTY | UNIT | WAREHOUSE ITEM NUMBER | ITEM DESCRIPTION *(If available, must be ordered from FSPS warehouse.)* | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| | | | | | $0.00 |
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| To be completed by school | | |
|---|---|---|
| Special Instructions: | PG 1 TOTAL | $0.00 |
| | PG 2 TOTAL | $0.00 |
| | PG 3 TOTAL | $0.00 |
| | GRAND TOTAL | $0.00 |

☐ Material /Supplies ☐ PD Material /Supplies ☐ Parent Involvement

PRINCIPAL / DATE

SUPERVISOR / DATE

DIRECTOR OF STUDENT ACHIEVEMENT & ACCOUNTABILITY / DATE

***Upon approval, a copy will be returned for your files.***

| QTY | UNIT | WAREHOUSE ITEM NUMBER | ITEM DESCRIPTION *(If available, must be ordered from FSPS warehouse.)* | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
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*Upon approval, a copy will be returned for your files.*