THE SCHOOL DISTRICT OF ESCAMBIA COUNTY Accounting Operations - School Internal Funds

Accounting Operations - School Internal Funds 75 North Pace Blvd.; Pensacola, FL 32505 Phone: 469-6248

APPROVAL OF EXPENDITURE(S) FROM INTERNAL FUNDS

DATE:					
TO:	SUPERINTEN	DENT OF SCHOO	DLS		
FROM:	, Principal				
	(School Name)				
	(Teacher in Charge of Trip)				
			Secretary/Bookkeep	per ir	nitials
NOTE: This form is to be used for Internal Funds Expenditure(s) of \$10,000 or more up to \$50,000. Any expenditure(s) of \$50,000 or greater must be approved by the School Board and made through the Purchasing Department. (Must be accompanied by quotes from three (3) or more sources or (1) vendor with an existing contract.)					
Date(s) of Trip: Trip Location:			Trip Location:	·	
Purpose of Trip:					
Approval is requested to make the following purchase(s) to be paid from internal funds:					
DESCRIPTION (BUS, HOTEL, TICKETS, SHIRTS, ETC.)				COST	
TOTAL COST					
ANY "DISTRICT-FUNDED" ITEMS (IE, PAID FOR BY WORKFORCE, FOUNDATION, ETC.)				COST	FUNDING SOURCE
	100	SNDATION, ETC.)			
FOR DISTRICT	USE ONLY				
Internal Funds - B	Balance:	Verified by:	Date:		
	•	Date:			
*Subject to the follo	- '	Date:			
	DISAPPROVED				
	APPROVED, Subject to the following (if any):				
Superintendent 9500-INT-509 Revised: April 2, 2025				Date	