

**APPROVAL OF
 EXPENDITURE(S) FROM
 INTERNAL FUNDS**

DATE: _____

TO: SUPERINTENDENT OF SCHOOLS

FROM: _____, Principal

_____ (School Name)

_____ (Teacher in Charge of Trip)

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: _____

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	
ANY "DISTRICT-FUNDED" ITEMS (IE, PAID FOR BY WORKFORCE, FOUNDATION, ETC.)	COST	FUNDING SOURCE

DISAPPROVED

APPROVED, Subject to the following (if any):

 Superintendent