

**Superintendent's Approval to Purchase per Fiscal Directives
(Updated July 25, 2018)**

(Consultant Agreements or Professional Services greater than \$50,000 total contract value)

Date of Request:		School/Department:	
Requestor Name:		Requestor Phone:	
Principal/Department Head Name and Concurrence (signature):			Date:
<p>REQUIRED! Fund String to be Used for Purchase (enter complete number): _____</p> <p>Dollar Amount: \$_____ (initial purchase)</p> <p>Total Estimated Contract Amount: \$_____ (includes all renewal terms)</p>			
Description of Purchase (Training/Professional Development; Study/Analysis; Coaching to be performed by contractor):		Sustainability effort (identify out-year annual estimated costs and which budget you plan to use): Initial effort/estimated budget: 1st renewal effort/estimated budget: 2nd renewal effort/estimated budget: 3rd renewal effort/estimated budget: 4th renewal effort/estimated budget:	
Identify any applicable Substitute needs/Extra Duty Pay and planned budget to be used:			
Describe impact if purchase is denied:			
Approved		Michael Thomas, Superintendent	Date:
Denied			

ONCE REQUIRED APPROVALS ARE OBTAINED, FORWARD TO PROCUREMENT FOR PROCESSING.