FORM C
Revised: 10/2020

NEW BEDFORD PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNT
PURCHASE REQUEST APPROVAL

Use this form to request a purchase of $5,000 or more. SAA Advisor and Principal must sign. Keep a copy for your records. Submit to Finance & Operations for approval.

This is a request to make a Student Activity Account purchase of $5,000.00 or more:

Date: _____

School: _____

Item(s) to Be Purchased: _____

_____

Reason for Purchase: _____

_____

Amount of Purchase: $ _____

.....

Submitted:

_____	_____
Student Activity Advisor	Principal
_____	_____
Date	Date

.....

Approved:

_____	_____
Asst. Superintendent of Finance & Operations	Date
_____	_____
City Treasurer's Office	Date

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**** City Treasurer to provide copies of signed form to the School and Finance & Operations ****