

# ARAPAHOE PUBLIC SCHOOLS

## PURCHASE REQUEST

\*\*TO BE APPROVED BY SUPERINTENDENT PRIOR TO PURCHASE\*\*

DATE OF REQUEST: 3/7/2022

REQUESTOR: M. Foley

PURCHASING FROM (COMPANY / VENDOR NAME): Nebraska National History Day

REASON FOR PURCHASE: Entry Fee for state competition

ESTIMATED AMOUNT OR ACTUAL AMOUNT IF KNOWN: \$48 entrance + per diem

PLEASE LIST ITEM(S) OR SERVICE(S) BEING PURCHASED OR ATTACH DOCUMENTATION:

4 students per diem for 1 full day \$175  
1 sponsor per diem for 1 full day  
4 entrance fees @ \$12 each

PAY WITH (CIRCLE ONE): CHECK CREDIT CARD <sup>on-line registration</sup> CHARGE

IF PAYING BY CHECK (CIRCLE ONE):

MAIL CHECK BY \_\_\_\_\_ RETURN CHECK TO ME BY \_\_\_\_\_

IF PAYING BY CREDIT CARD, ENTER THE LAST 4 DIGITS OF THE CARD #: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY:

PAY THE ABOVE LISTED ITEM(S) FROM THE BELOW ACCOUNT(S) \*\*CIRCLE THE ACCOUNT(S):

|                             |                 |                           |                  |                     |
|-----------------------------|-----------------|---------------------------|------------------|---------------------|
| GENERAL<br>FUND<br>CLEARING | GENERAL<br>FUND | ACTIVITIES                | LUNCH<br>FUND    | STUDENT<br>FEES     |
| SECTION<br>125              | QCPU<br>FUND    | EQUIPMENT<br>DEPRECIATION | BUILDING<br>FUND | BUS<br>DEPRECIATION |
| EMPLOYEE<br>BENEFIT<br>FUND |                 |                           |                  |                     |

| GL ACCOUNT | AMOUNT | DESCRIPTION |
|------------|--------|-------------|
| _____      | _____  | _____       |
| _____      | _____  | _____       |
| _____      | _____  | _____       |
| _____      | _____  | _____       |