

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

TO: SUPERINTENDENT OF SCHOOLS

FROM: \_\_\_\_\_, Principal  
\_\_\_\_\_  
(School Name)

SUBJECT: APPROVAL OF EXPENDITURE(S) FROM INTERNAL FUNDS

For purchase of item(s) having a cost in excess of \$7,500, but less than \$35,000.  
(Must be accompanied by written bids or quotes from three (3) or more sources.)

DATE: \_\_\_\_\_

Approval is requested to make the following purchase(s) to be paid from internal funds:

ITEM NO.	DESCRIPTION (Include purpose if applicable)	COST

DISAPPROVED

APPROVED, Subject to the following (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent

NOTE: This form is to be used for Internal Funds Expenditure(s) of \$7,500 or more up to \$35,000. Any expenditure(s) of \$35,000 or greater must be approved by the School Board and made through the Purchasing Department.