

# MCBOE FEDERAL PROGRAMS DEPARTMENT MEMORANDUM

*The following item(s) below is a checklist from your*

## ***Requisition - Purchase Order Request***

*Please use the checklist below to ensure that you have attached ALL*

*The following document(s), if applicable. Your request will be approved and processed once the required document(s) is received and filled correctly*

*Thank you in advance for your cooperation.*

## **(ATTACH THIS FORM TO YOUR REQUEST)**

- ☐ Current Requisition - Purchase Order Form
- ☐ Federal Funding Source / correct number
- ☐ Leave Approval Form
- ☐ Detailed Description of Item(s), Service Needed  
Who? What? When? Where? Invoice #, Confirmation #, etc.
- ☐ Documentation of Professional Development  
(Agenda and Registration must be attached)
- ☐ Quotation/ Invoice (Circle One)
- ☐ Vendor Name and Address (If you use Purchasing Card, it **MUST** be **APPROVED** prior to submitting PO)
- ☐ Employee's Signature and/or Principal's/Supervisor's
- ☐ ACIP attached with highlighting purchasing items stated in the plan and budget section.
- ☐ Other Specify \_\_\_\_\_

**ALL BOXES MUST BE CHECKED IF YOU PROVIDED CORRECT DOCUMENTATION  
IN ORDER TO BE APPROVED AND PROCESSES BY THIS DEPARTMENT**

**Dr. Renata Bryant**  
**Director of Federal Programs and Hippy Coordinator**

**Dr. Melissa T. Williams**  
**Superintendent of Education**