

Pre-Approval Form

School/Dept Name: _

Date: _____

Requested by: _

Vendor: _

Items or Service to be Purchased: _____

Budget or Budget Code: _____

Purchase Order Number:

DIRECTIONS:

- > Complete information above and check applicable box below.
- > Email to the appropriate person shown below (include attachments)
- > Upon receipt of the signed approval, insert the Purchase Order Number above and send to your Purchasing Technician.

Academic Services

- ☐ Books for Media Center - Send to Pamela Sands
- ☐ Books for Classroom Instruction and other student use - Send to Charlene Board
- ☐ Curriculum & Instruction materials (supplemental) - Send to Charlene Board for approval by Dr. Catalano
- ☐ Instructional Programs (supplemental including AIG, ESL, World Languages, Equity, Athletics, Art, etc.) - Send to Sandie Faulk for approval by Dr. Braswell
- ☐ Remediation (PRC 069) - Send to Charlene Board for approval by Dr. Catalano
- ☐ Science Chemicals - Send to Charlene Board for approval by Mazetta Dorsey
- ☐ Professional Development (on CCS premises for Certified Staff) - Send to Charlene Board for approval by Dr. Catalano. If using Title 1 Funds, you must receive funding approval from Maria Ford and if using Title 2 funds, you must receive funding approval from Yimiya Pearson.

NOTE: For Approved Digital Resources, on the CCS website under Departments/Academic & Instructional Systems click on the link for Approved Digital Resources.

Auxiliary Services

- ☐ Operations / Facilities - Send to Donna Fields
(Includes Furniture, Grounds or Structural Maintenance, Painting, Lighting, New Signage, etc.)
 - ☐ Stage Curtains - Send quotes to Donna Fields. Upon completion, contact Cary Young in Safety & Security for a final inspection.
 - ☐ Safety & Security / Hanging Banners - Send quote and banner location information to Cary Young
- NOTE:** For Playground Equipment, follow the Playground Equipment Procedures on the Purchasing Intranet Portal

School Support

- ☐ Principal's Allotment - Send quote or proposal to Pam Gallimore for approval by Dr. Fields

Technology

- ☐ Computers or laptops NOT on Approved Technology Resources list - Send to Chris Young

NOTE: For Approved Technology Resources, see the Technology intranet portal

******* TO BE COMPLETED BY APPROVING DEPT AND RETURNED TO THE REQUESTOR *******

Approved by: _

Date: _