

Purchase Request: **Parents / Volunteers / Parent Connect**

Directions: Fill out the form in its entirety and submit to the main office before making any purchases on behalf of Liberty Classical Academy. You will be notified once approved/denied, at the contact information provided below.

Summary of item, project or service requiring funds:

Benefit of the item, project or service to Liberty students:

Population or segment of Liberty students most likely to benefit:

Dollar amount of the funds being requested:

Timing desired:

Contact information of the requestor: *(If this request is for Parent Connect, then the contact listed here must be the Parent Connect Coordinator.)*

Initial admin approval: _____

Date: _____

By filling out this form, I acknowledge that I understand the correct purchasing procedures after this request is approved:

If I spend money on behalf of Liberty Classical Academy, I will:

- Stay within the approval requested above.
- Supply proof of tax-exempt status when purchasing.
- Submit a Parent/Volunteer Reimbursement Request form to the office within 60 days of purchase.

If I want Liberty Classical Academy to pay a vendor directly, I will:

- Stay within the approval requested above.
- Supply proof of tax-exempt status to vendor.
- Submit a Check Request form to the office immediately upon purchasing.

Date

Name (printed)

Signature

Office Use Only:

Received By (name): _____ Date Received: _____

Director Name: _____ Final Approval: Y / N / Other

Director: Communicate your approval/denial to contact information above.