

**Berlin Central School District
Spending Justification Form**

Instructions:

- **Requestor:** Complete this form for all purchase requests for fiscal year 2010-2011. All purchases must be justified as being "essential" to the operation of a district program. Sign and date the form and submit with the completed requisition to your principal or immediate supervisor. ***It is the responsibility of the requestor to review and follow Berlin Central School District's Procurement Policy 4.250-08 and 4.250-08r on all requests.**
- **Program Administrator:** Review this form to ensure that the purchase requested is "essential" to the operation of a district program under your supervision. Sign and date the form if approved and submit both forms to the Superintendent. **** It is the Administrators responsibility to review the latest Budget Status Report and ensure sufficient funds before approval.**
- **Superintendent (or Designee):** Review this form to ensure that the purchase requested is "essential" to the operation of a district program under your supervision. Sign and date the form if approved and submit both forms to the Business Office.
- **Business Administrator:** Review purchase request for available funds in budget code(s). Submit for processing to vendor. Attach completed form to paperwork documenting this purchase.

Requestor Justification:

* This purchase complies with BCSD Policy 4.250-08 and 4.250-08r
(Initial)

_____	_____	_____
Name (print)	Signature	Date

Program Administrator Action:

****Using Budget Status Report dated _____ I confirm that sufficient funds are available to support this purchase.**

 Approve
 Disapprove [Reason: _____]

_____	_____
Administrator Signature	Date

Superintendent Action:

 Approve
 Disapprove [Reason: _____]

_____	_____
Superintendent/Designee Signature	Date

Business Office Use:

P.O. # _____

Initials: _____ Date: _____