

Request for Onetime Purchase Online, Mobile and Desktop Apps.

Online, Mobile and Desktop App

Name of Product : _____

Name of Company: _____

Cost (\$200.00 max): _____

Requestor

Name: _____

Department: _____

Signature: _____

Date: _____

Manager

Budget# xx-xx-xx-xxxx-xxxx-4430.00-xxxx: _____

Name: _____

Signature: _____

Date: _____

Steps:

1. Fill out the form requesting purchase of software service or app
2. Get budget approval from manager
3. Purchase product
4. Provide the following documentation to the manager
 - a. Signed form
 - b. Itemized Statement For Reimbursement Form (on District Wiki – Accounting)
 - c. Receipt
 - d. Copy of End User License Agreement
5. Manager completes a purchase requisition with the purchaser as the vendor (Object Code 4430).
6. Once PR become as PO, submit all documents in #4 to Accounts Payable.
7. Reimbursement is processed by Accounts Payable.