

APPLICATION TO PURCHASE STAFF APPAREL

Office of Business Affairs
Lincoln Public Schools • Lincoln, Nebraska

The undersigned, hereby makes an application to the Superintendent or his/her authorized designee for Lincoln Public Schools under and pursuant to board policy 8250, for authority to use district funds to purchase the staff apparel on the dates and for the persons as listed in the table below, understanding any such authority is subject to the limitations and requirements of the BA #10 Bulletin.

Description of staff apparel to be purchased: _____

Educational purpose: _____

Purchase Date(s): _____ Price (actual/estimate): _____

Whom to be purchased for: _____

Applicant to purchase staff apparel: _____ Date: _____

Funds to be used: _____

Please include account # and description for example 119.7233.261001.LOC – Donations

Please complete the above portion and email to StaffApparel@LPS.org for review along with the vendor quote.

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IN THE MATTER OF THE PURCHASE OF STAFF APPAREL ADMINISTRATIVE ORDER

The undersigned, superintendent or authorized designee for Lincoln Public Schools hereby enters the Administrative Order and approves the following:

1. Under and pursuant to board policy 8250, _____
is granted authority to purchase the staff apparel on the dates and for the persons as listed in the above application subject to the limitations and requirements of the BA #10 Bulletin.

IT IS SO ORDERED.

Dated this _____ day of _____, 20 ____.

Superintendent or authorized designee for Lincoln Public Schools: _____

Signature

Once approved, this form must be attached to your requisition in CORE.