

Purchasing Plan
Date 4/7/15

SAMPLE FORM
FORM 1

COVER PAGE

School Name Clays Mill Elementary

School Number 120 District Number _____

Grades K-5 Enrollment 556

Adoption Cycle 2014 -2015 _____

Content Area(s) Language Arts/Writing

Names and titles of persons responsible for the development of the plan:

Grant Davis, Academic Dean; Edwina Smith, Principal; Cathy Pleasants, K team leader;

Melissa McDaniel, first-grade team leader; Jennifer Cook, second-grade team leader;

Karen Berry, third-grade team leader; Robert Calmes, fourth-grade team leader; Maria

Harrington, 5th grade team leader

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Form 4

School Name Clays Mill School Number 120

BUDGET SUMMARY

Revenue:

Current State Allocation 17,524.00

Carry-over funds
(becomes carry-over on July 1)

Total State Monies 17,524.00

Projected Cost for:	Categories
Textbooks	
Instructional Materials	2295.54
Rebinding & Replacement	
TOTAL EXPENDITURES	2295.54

Projected carry-over funds 15,228.46

(This is not a Purchase Order.)

Date:

- **School Activity Funds**
- **MUNIS**

Warehouse _____
Specify Bid No. _____
Determination No. _____
Small Purchase
Up to \$2,499 _____
\$2,500-9,999* _____
\$10,000-19,999* _____
Over \$20,000* _____
*Appropriate District Approval,
Quotes or determination received

Name: Heinemann Fax: 811-231-6160
Address: P.O. Box 6926 Email: Custserv@heinemann.com
Portsmouth, NH 03802-6926
Phone: _____ Fax: _____

[illegible]

Purchase Requested By G. Davis Date 3/20/15

MUNIS Codes ORG# _____ OBJ# _____ PROJ# _____

Approved By _____ Date _____
(Principal or Designee)

1. This is NOT a purchase order form. This form is to be used for requesting purchases. The information contained on this form will be used to create a Purchase Order. Submit completed form to School Bookkeeper for entry. PO will not be entered and printed until request for purchase is approved by the principal or designee. Price increase exceeding total by 10% must be approved in writing prior to shipping.

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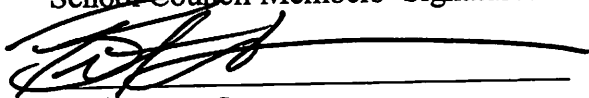
Form 5

School Name Clays Mill School Number 120

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2014 - 2015 adoption cycle.

School Council Members' Signatures:



Kelly V. [Signature]

[Signature]

[Signature]

Edwina Smith
School Council Chair

Parent Representative

Parent Representative

Teacher Representative

Teacher Representative

4/7/15
Date

The cost of this plan is within the appropriation for this school.

School Board Chair

Date

In the absence of a school council, _____ Board of Education certifies that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2014 - 2015 adoption cycle. The cost of this plan is within the appropriation for this school.

School Board Chair

Date

School Board Secretary

Date