

Clarksville-Montgomery County School System

Check Request for Preauthorized Purchases Using Board Funds

Budget Code

Date

Requesting School

Requested By

Vendor and Address

Description	Price

This form is to be used for school purchases that have been previously approved by the program supervisor of the board funds that are paying for the items. A copy of the authorized purchase request, a copy of the credit card statement and a copy of the receipt must be attached.

Authorization for Payment:

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CFO or Designee