TINTIC SCHOOL DISTRICT

545 East Main Street • P.O. Box 210 • Eureka, UT 84628 • (435) 433-6363 fax (435) 433-6643

Trustlands Purchase Request

Date: _____ **Employee Name:** _____ **School:** _____

Vendor Information

Name _____

Address _____

City_____State_____Zip _____

Phone _____

Ordered: ☐

Please Order: ☐

Please Reimburse: ☐

Funding Source (select only one, separate forms for multiple funding sources must be filled out)

- ☐ 199 – Other Salary
- ☐ 300 - Professional & Technical Services
- ☐ 400 - Repairs & Maintenance
- ☐
- ☐ 510 - Student Transportation & Admission
- ☐ 530 - Site Licenses
- ☐ 550 - Printing
- ☐ 580 - Staff Travel & Per Diem
- ☐ 610 - General Supplies
- ☐ 641 - Textbooks
- ☐ 642 - Online Curriculum or Subscriptions
- ☐ 644 - Library Books
- ☐ 650 - Technology Related Hardware/Software (<$5,000 per item)
- ☐ 670 - Software
- ☐ 730 - Equipment (Computer Hardware, Instruments, Furniture)
- ☐ 734 - Technology Equipment > $5,000

* **A copy of <u>all</u> documents (including this form, any invoice, and/or other documentation that includes a price) must be kept in the specific school Trustland file**
* **Any Trustlands purchase request improperly filled out will be returned to the employee**
* **For questions regarding qualified expenditures, funding source selection, or other Trustland purchase questions, please contact USOE School Land Trust at 801-538-7500**

Approval

Building Admin Approval _____

Qty	Part #	Item Description	Unit Cost	TOTAL
			Sub Total	
			Shipping & Handling	
			TOTAL	