

CHARTWELL SCHOOL
PURCHASE & REIMBURSEMENT
REQUEST

BILL TO: Accounts Payable

Chartwell School
2511 Numa Watson Road
Seaside, CA 93955
831.394.3468
831.394.7991 fax

Date Ordered: _____
Ordered by: _____

I. PURCHASE REQUEST

Please note all purchases must be pre-approved by a Department Head and Senior Administrator.

Date: 7-8-2013
Requestor: Mark Martin
Charge to Department: Tech
Purchase From: MacTr School

Project Code: 860

Check if paid by VISA

QUANTITY	ITEMS & DESCRIPTION	UNIT COST	TOTAL COST
26	Mac Book 17"		
26	Additional 1 yr Warranty		
	(Attach verification of purchase price and separate sheet if necessary)		
		TOTAL	19,510.73

Please State Reason For Purchase:

V-8

I certify the expenditures incurred are appropriate to this account, serves the purpose as stated above, and no other source or reimbursement will be claimed.

Requestor _____ Date _____
Department Head Mark Martin Date 7-8-2013
Senior Administration [Signature] Date 7/8/13

II. REIMBURSEMENT REQUEST (Section To Be Signed and Submitted After Purchase is Made)

All requests for reimbursement must be submitted within 90 days from the date incurred and accompanied with supporting documents, signatures and prior purchase approval. Please allow two to four weeks for the Business Office to process your reimbursement.

Date Reimbursement Requested: _____
Requestor _____ Date _____

I authorize that the following individual be reimbursed for the materials pre-approved for purchase above.

Department Head _____ Date _____
Senior Administrator _____ Date _____