

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: 7-23-2013

Ordered by: _____

1. PURCHASE REQUEST

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

Date: 7-23-2013

Requestor: Mark Marth

Project Code: _____

Charge to Department: Tech

Purchase From: MacToSchool

Check if paid by VISA

Table with 4 columns: QUANTITY, ITEMS & DESCRIPTION, UNIT COST, TOTAL COST. Rows include: 1 Mac Book 13", 1 Additional 1yr Warranty, Quote MTS 6/23/6, and a TOTAL row of 750.41.

Please State Reason For Purchase:

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, Date, Senior Administration, Date. Includes signature and date 7/23.

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

All requests for reimbursement must be submitted within 60 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