

**REQUEST FOR PURCHASE USING GRANT P-CARD  
TITLE I PART A, TEAM UP**

SELECT WHICH FUND TO BE USED FOR THIS PURCHASE:

- Title I Funds
- Team Up Funds

School: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Account Code: \_\_\_\_\_ \$ \_\_\_\_\_  
(Fund) (Program) (Function) (Object Code) (RC) (Department)

Account Code: \_\_\_\_\_ \$ \_\_\_\_\_  
(Fund) (Program) (Function) (Object Code) (RC) (Department)

**\*\*Attach order form/ online cart listing items to be purchased\*\***

By signing below, I certify that this request relates to my School Performance Plan and it relates to the Student Achievement Goals.

School Administrator Approval: \_\_\_\_\_ Date \_\_\_\_\_

Request is Approved: \_\_\_\_\_

Request is Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**This request must be approved by the Title I office before purchase is made with your school grant p-card.**

The form may be sent via email or faxed to 775-333-6091 to request approval

**Title I Office Use Only**

Funds Available: \_\_\_\_\_

Enter in Spreadsheet: \_\_\_\_\_

Approval email sent: \_\_\_\_\_

Transaction #: \_\_\_\_\_