



2020-2021 School Purchase Order Rationale Form

Directions:

Camden City Schools: Complete this form and upload to SMARTs with relevant supporting documentation.

Nonpublic Schools: Complete this form and email to E. Ramos (eramos@camden.k12.nj.us) with relevant supporting documentation.

The Purchasing Unit will notify schools when a purchase order has been issued for this request. **Note:** Use one form per requisition for purchase.

Name of School:

What is the purpose of this purchase? Educational Operational (includes all technology purchases)

Provide a detailed description and rationale the purchase. Be sure to include how the purchase will impact student learning and outcomes.

1. Description of purchase:
2. **Please provide justification and/or need for this purchase or service.**
3. Explain how this purchase will impact student learning and outcomes:
 - a. **Camden Schools:** Indicate the Annual School Plan goal this purchase will support.
 - b. **Nonpublic Schools:** Indicate the Needs Assessment Priority this purchase will address:
4. Is this a confirming order? Yes No
5. Brief description of confirming order:

Name of Vendor: Amount \$:

Account # (**Camden Schools**):

Funding Source (**Nonpublic Schools**): Choose an item.

Approvals:

Camden City Schools: Authorization of Division of School Support or Central Office Department Leads

Principal's / Dept. Lead's Name	School /Department
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

Nonpublic Schools: Authorization of Grants Unit

Name	Title/Position	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature		Date
<input type="text"/>		<input type="text"/>

Authorization of Senior Director of Technology (for technology requests only)

Director's Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>