



*DeSmet Public School  
District #20*

Matthew Driessen, Principal ✍️ Christy McLaren, District Clerk ✂️ Vicki Richards, Secretary

**Pre-Approval for Purchase (8/2018)**

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

Request made by: \_\_\_\_\_ Initial\_\_\_\_\_

**Purchase for:**

- Regular Classroom Subject/Grade\_\_\_\_\_
- Special Education
- Title I
- Custodial/Maintenance
- Kitchen
- Office/Business
- Other\_\_\_\_\_

Quantity	Item/Description	Price

\*\*\*\* Attach vendor information or sample product information\*\*\*\*

Approved by: \_\_\_\_\_  
(Department head)

Approved by: \_\_\_\_\_  
(Principal)

Approved by: \_\_\_\_\_  
(District Clerk)

Purchase Order Number Assigned: \_\_\_\_\_