

SUMNER COUNTY BOARD OF EDUCATION
DISBURSEMENT REQUEST

All purchases require prior approval of your principal or supervisor. This "Disbursement Request" form is to be used for:

- **PAYMENT FOR PURCHASE OF ITEMS TOTALING LESS THAN \$500.00.**
An original signed invoice and 1 copy, charge ticket, and/or cash register receipt must be attached.
- **PAYMENT FOR THE FOLLOWING REGARDLESS OF COST:**
Memberships
Contracted fees
Consultant fees
Newspaper advertising
Labor charges for repairs
Magazine/publication subscriptions
Workshop/conference registrations
Maintenance agreements
- **REIMBURSEMENT TO INDIVIDUALS - Other than mileage**
Our auditors discourage reimbursements to individuals except in emergencies.
- **"EMERGENCY PURCHASES"** are "those which are necessary to avert hazards which threaten health or safety, to protect property from damage, or to avoid major disruption of educational activities." (BOARD POLICY DJE)

DISBURSEMENT REQUESTS ARE NOT DESIGNED FOR PLACING ORDERS.

VENDOR NUMBER _____

VENDOR NAME _____

VENDOR ADDRESS _____

AMOUNT \$ _____

BUDGET CODE	_____ - _____ - _____ - _____
SCHOOL/DEPT.	_____

COMMENTS/BRIEF DESCRIPTION: _____

(Teacher/Employee Signature)

(Principal/Supervisor Approval Signature)

ATTACH THE ORIGINAL AND A COPY OF REGISTRATIONS, SUBSCRIPTIONS, MEMBERSHIPS, CONTRACTS, ETC.

DATE ____ / ____ / ____

CTE Supervisor _____ Dir. Instruction _____