



SLINGER HIGH SCHOOL PBO

ORGANIZATION PURCHASE/FUNDING REQUEST FORM

In an effort to coordinate PBO related spending for high school organization related purchases/funding, all personnel requesting such purchases/funding are requested to submit this form to the PBO Committee for review. This information will assist the PBO High School Board with its decision making process.

Date: _____ Date Needed: _____

Organization/Department: _____

Requester: _____

Reason for purchase/funding: (Be specific: Equipment, travel, support etc....model, size, type, brand, whatever is needed for fair evaluation)

Purpose of Equipment: (If applicable)

Is this purchase a replacement? (Yes/No) Is this a new purchase? (Yes/No)

Describe existing equipment: (If applicable)

Estimated Cost: (include shipping or other related charges)

Expected life of proposed equipment: (If applicable)

Proposed Funding: _____ Yes _____ No _____ (explain)

PBO President/Vice President Signature: _____ Date _____

Treasurer Signature: _____ Date _____

Date of PBO Review: _____