



San Francisco Unified School District
ExCEL After School Programs



SFUSD FUNDS PURCHASING REQUEST FORM

School Site: _____ CBO: _____

Site Coordinator: _____ Contact Number: _____

Email: _____

Grant Type (Circle all that apply): [] ASSETS [] ASES Base [] 21st CCLC Base

[] SFUSD Backfill Funds [] 21st CCLC Supplemental [] ASES Supplemental [] Equitable Access

Please refer to the SFUSD vendor list before submitting a purchasing request form to Joyce Cheung at CheungJ1@sfusd.edu A vendor quote must be attached to all purchase requests

Purchasing Deadlines:

March 8, 2019 is the FINAL Day to submit a purchasing request form for supplies over \$1,500.00.

March 15, 2019 is the FINAL Day to submit a purchasing request form for supplies under \$1,500.00.

Expenditure Type: [] District Purchase (\$1-\$1500), [] District Purchase (\$1500- Above)
Object Code(s): [] 4300 - Educational & Other Supplies, [] 4490 - Equipment, [] 5810 - Transportation
Vendor: _____ Quote: _____
Including taxes and freight

Attached vendor price quote if match funds will be used and provide sac code for matching funds:

SAC CODE: _____

Site Approval _____ Date _____

Principal/Site Administrator's Signature

For ExCEL Use Only

Requisition Number _____ Object Code _____

ExCEL Approval _____ Date _____

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