

School staff ***must*** meet with the Principal to review all curriculum materials requests before the purchase order process can begin. Questions to consider:

- What student learning will be served?
- How does the material align with existing curriculum?

This signed form must accompany all purchase orders.

Staff member: _____

| Material Description | Instructional Purpose | Estimated cost | approved: Yes/No |
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Principal's Signature: _____ Date: _____

The Purchase Order Process:

