

Miles ISD

Expense Pre-Approval Form

Please check the type of pre-approval being sought:

Credit Card

Use Miles ISD Charge account

Extenuating Circumstances: No monies of the Miles ISD will be paid to vendors or employees of the district without an approved purchase order. Extenuating circumstances may be considered with itemized receipt.

Requester: _____

Date of Request: _____

Program or Activity: _____

Fund Source: _____

Items being
purchased: _____

Purpose: _____

Requester's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

