

APPENDIX M
Alabama First Class Pre-K Program
Classroom Inventory and Purchase List

Class: _____ **County:** _____

Teacher: _____ **Email:** _____

First Class Monitor: _____

*NOTE: Individual non-consumable items over \$300.00 must be pre-approved by the assigned First Class Monitor or Regional Director **PRIOR to purchasing!***

Equipment/Materials/Supplies	Company	Quantity	Total	Received First Class Monitor's initials & date

Approved By: _____ Date: _____
First Class Monitor or Regional Director Signature

***Please remember that all purchases made with OSR funds must be verified by your First Class Monitor by appropriate documents, receipts, etc. (monitors will check receipts/documents monthly)**

****A copy of this document should be given to your First Class Monitor at the time of approval if pre-approval for purchase is given.**