

Appendix M: Classroom Inventory and Purchase List

Individual non-consumable items over \$300.00 must be pre-approved by the assigned Monitor or Regional Director **prior to purchasing.**

Name of Class: _____ County: _____

Lead Teacher: _____

Email: _____

First Class Pre-K Monitor: _____

Equipment/Materials/Supplies	Company	Quantity	Total	Monitor's Initials and Date Received

Pre-K Program Director: _____ Date: _____

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

All purchases made with OSR funds must be verified by your Monitor with appropriate documents, including itemized receipts or itemized paid invoices, on a regular basis. Failure to provide appropriate documentation within 90 days from the date of approved purchase(s) will result in ineligibility for purchase(s) to be paid with OSR funds. A copy of this document must be given to your Monitor at the time of approval if pre-approval for purchase is given.

