## Appendix M: Classroom Inventory and Purchase List

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

Name of Class: _____ County: _____

Lead Teacher: _____

Email: _____

First Class Pre-K Monitor: _____

| Equipment/Materials/Supplies | Company | Quantity | Total | Monitor's Initials and Date Received |
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Pre-K Program Director: _____ Date: _____

Pre-Approved By: _____ Date: _____

**Monitor or Region 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 if pre-approval for purchase is given.