Appendix M: Permission to Purchase

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

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.

Complete and submit the electronic version of the form shown below at https://laserfiche.alabama.gov/Forms/ADECE-PTP to request permission to purchase items over $300.

Name of Class: _____ County: _____

Lead Teacher: _____

Email: _____

First Class Pre-K Monitor: _____

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

Pre-K Program Director: _____ Date: _____

Pre-Approved By: _____ Date: _____
Monitor or Region Director Signature

SAMPLE