

# LAB FEE PRE-APPROVAL PURCHASE FORM

Grossmont Adult Education

---

Administrator pre-approval is required for single item purchases exceeding \$100. These items become the property of Grossmont Adult School. After Administrator's approval, please give form to the bookkeeper to hold until paid receipt is submitted for reimbursement.

Instructor Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Course Name \_\_\_\_\_

Vendor \_\_\_\_\_

Item to purchase \_\_\_\_\_

Item description (brand, model, S/N, etc.) \_\_\_\_\_

\_\_\_\_\_  
Administrator Approval

\_\_\_\_\_  
Date

Other important information: \_\_\_\_\_

Date of request: \_\_\_\_\_ Approved: \_\_\_\_\_  
(Indicate date submitted) (Principal)