



2022-2023 Purchase Order Rationale Form

Directions: Use one form per requisition:

Camden City Schools: Complete this form and upload to requisition with relevant supporting documentation.

Nonpublic Schools: Complete this form and email to Grants (grants@camden.k12.nj.us) with relevant supporting documentation.

Name of School:

What is the purpose of this purchase? Educational Operational (includes all technology purchases)

Provide a detailed description and rationale the purchase. Be sure to include how the purchase will impact student learning and outcomes. If approval from board is needed, include which month the board item or resolution can be found.

- 1. Description of purchase:
2. Please provide justification and/or need for this purchase or service.
3. Explain how this purchase will impact student learning and outcomes:
a. Camden Schools: Indicate the Annual School Plan goal this purchase will support.
b. Nonpublic Schools: Indicate the Needs Assessment Priority this purchase will address:
4. Is this a confirming order? Yes No
5. Reason for confirming order and what steps will be taken to avoid in the future :

Name of Vendor:

Account # (Camden Schools):

Amount:

Funding Source (Nonpublic Schools):

Approvals:

Camden City Schools: Authorization of Division of School Support or Central Office Department Leads

Table with 2 columns: Principal's / Dept. Lead's Name, School /Department. Rows for Signature and Date.

Nonpublic Schools: Authorization of Grants Unit

Table with 3 columns: Name, Title/Position, Department. Rows for Signature and Date.

Authorization of Senior Director of Technology (for technology requests only)

Table with 3 columns: Director's Name, Signature, Date.