



2023-2024 Purchase Order Rationale Form

Directions: Must be uploaded to requisition if: 1.) Requirement of Department Head/Budget Owner, 2.) Technology explanation, 3.) Federal Grants will be used, 4.) Food Services- approval to use secondary vendor:

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

Food Services: Camden School Nutrition is required to have first option to fulfill catering events, Contact School Nutrition (School Nutrition SchoolNutrition@camden.k12.nj.us) to get approval to use a secondary food service vendor, an authorization section will be required **before a** purchase order can be approved.

Name of School:

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

1. *Provide a detailed description and rationale the purchase. Be sure to include how the purchase will impact student learning and outcomes.* Is this an unauthorized Purchase? ☐ Yes ☐ No, If yes, **what steps will be taken to avoid in the future:**

2. Description of purchase and 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:

Name of Vendor:

Account # and amount (**Camden Schools**):

Funding Source (**Nonpublic Schools**): Choose an item

Approvals: Authorization of Department Lead/Principal

Signature	Date

Authorization of Senior Director of Grants

Signature	Date

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

Director's Name	Signature	Date

Authorization of Camden School Nutrition (for approval to use secondary food service vendor selection)

School Nutrition Approval Signature	Date