Internal Audit Unit MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850

PART A: TO BE COMPLETED BY REQUESTER

INDEPENDENT ACTIVITY FUNDS REQUEST FOR A PURCHASE

INSTRUCTIONS: Submit both copies to the school office for verification of availability of funds and authorization to proceed with the purchase. Upon authorization, a copy will be returned to the requester. To be paid, the original detailed billing documentation, such as invoice or register tape (for school purchases ONLY) must be submitted to the school office and attached to this request. If reimbursement will be requested from MCPS, a photocopy of that billing documentation must be made and attached to this request.

School Name and Number:		Request Date:_	/
Payable to:			
Requested by:		Amount of this request:\$	
Account to be charged:		Balance in this account:\$	
Reason for and description of purchase:			
 Signature, Requester	// Date	Signature, Financial Agent	// Date
Signature, nequester			Date
	Signature, Principal	/	
PART B: TO BE COMPLETED BY FINANCE	CIAL AGENT		
Check Date:/ Check Nur	mber:	Check Amount\$	
Original detailed billing documentation sent	to MCPS:/	Reimbursement received from MCPS:_	// Date
MCPS Form 280-54, May 2022	Date		Date
Internal Audit Unit			
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