**SPRING LAKE HEIGHTS SCHOOL DISTRICT**
**Purchase Order Request Form**
**Budget Year 2024 - 2025**

RECEIVED
OCT 1 5 2024
BY: .......................

**Name:** Kate
**Vendor Name:** Kingz
**Address:** 2350 US 9
Howell, NJ 07731

**Phone:** 732-780-3700
**Fax:**
reservation@kingztrans.com

| Item # | Quantity | Item Description | Unit Price | Total | Supervisor Approval/Notes |
|---|---|---|---|---|---|
| | | June 12-June 13, 2025<br>56 Passenger Charter Bus. | | 4,200.00 | ✓ |

**Total:** $ 4,200.00
(tax + tip included)

**PURCHASE ORDERS AND ALL EXPENSES FOR PROFESSIONAL DEVELOPMENT ARE TO BE APPROVED PRIOR TO A PURCHASE TAKING PLACE OR AN EMPLOYEE TRAVELING. NO ONE SHOULD BE PURCHASING MATERIALS WITHOUT AN APPROVED PURCHASE ORDER. ALL EMPLOYEES WHO WISH TO ATTEND PROFESSIONAL DEVELOPMENT ACTIVITIES OUTSIDE THE DISTRICT MUST BE APPROVED IN AN AGENDA PRIOR TO THAT ATTENDANCE. RETRO APPROVAL IS NOT PERMITTED; THIS IS CLEARLY STATED IN THE REGULATIONS. EMPLOYEES CAN ONLY BE REIMBURSED AFTER THEY HAVE ATTENDED, SUBMITTED A REPORT, AND REQUESTED REIMBURSEMENT FOR THOSE EXPENSES DOCUMENTED IN AN AGENDA AND APPROVED PRIOR TO THEIR ATTENDANCE. EXPENSES EXCEEDING APPROVED AMOUNTS CANNOT BE REFUNDED.**

Prepare this form in duplicate – Originator keep one copy –