

**UNION PUBLIC SCHOOLS
REQUEST FOR 2018-2019 YEAR-END SPENDING
AND 2019-2020 ADDITIONAL SPENDING**

Fund: _____

Division: _____

Project: _____

Complete this request for any spending needs for which you are not able to submit an RQ prior to Tuesday **April 30, 2019**. Effective May 1, 2019, RQ's will only be processed by Accounting if you have requested and received approval for year-end spending. Please note - your request for year-end spending must be limited to purchases for which RQ's could not be prepared prior to April 30, 2019 and for which budget funding is available for the current year.

Note: Please try to plan your purchases so that the goods or services can be received on or before June 13, 2019.

2018 - 2019 YEAR-END SPENDING REQUEST				Amount Requested	Amount Approved
<u>Project</u>	<u>Function</u>	<u>Object</u>	<u>Description of Purchase</u>		
Total 2018-2019 Year-End Funding				\$ -	\$ -

Complete this form if you are requesting additional 2019 - 2020 funds.

2019 - 2020 REQUEST FOR ADDITIONAL SPENDING			Mandated by Law	Mandated by Board or Superintendent	Requested by Department School	Amount Approved
<u>Project</u>	<u>Function</u>	<u>Description of Purchase</u>				
Total 2019-2020 additional funding			\$ -	\$ -	\$ -	\$ -

I REQUEST THE SPENDING AUTHORITY LISTED ABOVE.

REQUESTED BY:

RECOMMENDED BY:

Principal/Director Date

Associate Superintendent Date