

Hobart Public Schools

Explanation for Illegal Purchase

Please complete this form and attach to the requisition. General Fund purchases require a signature from Lori & Activity Fund purchases require a signature from Jalenda as well as the Superintendent's signature.

Requestor Name and Job Title: _____

Site: _____

Purchase Order Number: _____

Explanation: _____

Signature of Requestor

Date

Signature of Encumbrance Clerk

Date

Signature of Superintendent

Date

Approved to Pay by Superintendent

Date