



# AGENDA ITEM SUMMARY

**Agenda Item:**

**Person Submitting Item:**

**Background and Summary:**

**Budget Source:**

**Strategic Plan Alignment:**

**Recommendation:**



# PURCHASING UNIVERSAL REQUEST

BLUE VALLEY SCHOOL DISTRICT #229

<b>Department/Bldg.:</b>		<b>Requested By:</b>	
<b>Purpose:</b> (please explain in detail why we need the items or services requested)			
<b>Fund:</b>		<b>Account Number:</b>	
<b>Funding Year:</b>		<b>Location(s) items or services are for:</b>	
<b>Does this use Bond Funds?</b> (if yes, see below)			
<input type="checkbox"/> This request includes extended warranty, service or maintenance. Please complete the <u><i>Bond Warranty Agreement Form on page 2</i></u>		<input type="checkbox"/> This request includes training or consultation. Please complete <u><i>Bond Consultant Services Form on Page 3</i></u>	

**Check all that apply to this Purchase:**

- |   |  |
|---|--|
| <input type="checkbox"/> This is a New Contract             | <input type="checkbox"/> This is a New Bid/RFP                   |
| <input type="checkbox"/> This is a Renewal Contract         | <input type="checkbox"/> This is a Purchase from Bid/RFP # _____ |
| <input type="checkbox"/> This is a Curriculum purchase      | <input type="checkbox"/> This Purchase requires BOE Signatures   |
| <input type="checkbox"/> This can be purchased off of _____ | Contract # _____   |

Begin Date:	End Date:
Company:	Street Address:
Contact Name:	City:
Telephone:	State:
Email:	Zip Code:
Cost:	
Prior Year Cost:	
Terms: (Annual, Multi-Year, One-Time):	

**Month:**(board meeting) \_\_\_\_\_ **Budget Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_