

VERITAS CURRICULUM REQUEST/PURCHASE Non-Consumables to be Returned to Veritas

**2011-
2012**

Rev. 9-15-11

MEMBER REQUEST

PLEASE NOTE: Last minute requests and planning may result in denial of reimbursement.

Member's Name _____

Date of Request _____

Class request is for: _____

Grade/Age: _____

School Year _____

Trimester of class: T1 T2 T3

List of materials requested (please be specific; list all titles and contents of sets):

STEP 2: Check with the Veritas Membership for possible items to borrow

Date request was posted on Yahoo: _____

STEP 3: Check with the used/discount curriculum sources for cheaper options

RETAIL COST: \$ _____

BEST PRICE FOUND: \$ _____

STEP 1: Check with the Veritas Curriculum Coordinator, Jody Watkins

- Item is in inventory.
Title: _____
✓ Check out date: _____
- Item is **NOT** inventoried.

STEP 4: Check with the Veritas Treasurer, Stacy Slanker, for funds

- Funds are **NOT** available at this time.
- Funds are available. Please fill out the following info: (Treasurer Initial) _____

Purchase Date	Items Purchased	Class Name or Purpose of the Expense	Price
			\$
		TOTAL REQUEST	\$

OFFICE USE

- Treasurer approved: _____
- Date Reimbursed: _____
- Date Logged into Quickbooks: _____
- Ordered by Member/ to be reimbursed
- Check Number: _____
- Copied Curriculum Coord
- Ordered by Registrar/ Treasurer
- Amount: \$ _____
- Added to inventory

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