

**HERMITAGE SCHOOL DISTRICT  
BUDGET REQUEST FORM  
EQUIPMENT PURCHASE – BUDGET OBJECT CODE 750 & 760**  
(Include New, Additional, and Replacement Equipment)

Requester: \_\_\_\_\_

Building: \_\_\_\_\_

Grade or Subject: \_\_\_\_\_

Budget Function Code: \_\_\_\_\_  
(See Below)

Item Description (Note if New, Additional, or Replacement Equipment)	Vendor – Name & Address or Web Address	Item #	Unit of Measure	Qty	Unit Price	Total Price	Priority (1, 2, 3, 4 etc)

All Information is necessary to properly process orders

If Applicable Include Catalog and Page #'s

<b>Total</b>	
<b>Estimated S &amp; H (7-10%)</b>	
<b>Total Cost with S &amp; H</b>	

Preliminary Administrative Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Final Administrative Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Budget Function Codes:**

**1100** = Regular Programs

**1200** = Special Education

**1300** = Vocational Education

**2100** = Pupil Services (Guidance)

**2250** = Library Services

**2300** = Administrative

**2400** = Pupil Health

**3200** = Student Athletics/Activities