

**HERMITAGE SCHOOL DISTRICT  
BUDGET REQUEST FORM**

**AV SUPPLIES & SERVICES– BUDGET OBJECT CODE 610**

Include DVDs, CDs, Overhead Transparencies and Lamps, Maps, Charts, Globes, Models, etc.

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

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

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

Budget Function Code: \_\_\_\_\_

(See Below)

Item Description	Vendor – Name & Address or Web Address	Item #	Unit of Measure	Qty	Unit Price	Total Price	Priority (1, 2, 3, 4 etc)
<p align="center">All Information is necessary to properly process orders If Applicable Include Catalog and Page #'s</p>						<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