



**School District No.49 (Central Coast)  
Bella Coola Elementary School  
Employee Request to Purchase**



Vendor: \_\_\_\_\_

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

Purchase Method:    In Person      
                                  Internet          
                                  Fax/Phone   

Purchase with: Purchase Card      
                                  School Cheque      
                                  Local Charge       
                                  District Cheque Req   

Description of Purchase	Estimated Amount:
	\$ _____
	Actual Amount:
	\$ _____
	GST Amount:
	\$ _____
GL Code: <u>    </u> <u>    </u> <u>    </u> <u>    </u> <u>    </u>	

Requested by Employee: \_\_\_\_\_ Principal Approval: \_\_\_\_\_

District Approval: \_\_\_\_\_



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