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REQUISITION / EXPENDITURE REQUEST

KANE SCHOOL DISTRICT

Proper Approval is Required on all Requisitions (Before) Placing the Order

Requestor:		Payee:		
School:		Address:		
Account Name:		Account No.		
Payment by ☐ District Account or ☐ School Account		Payment Type: ☐ Check ☐ PO or ☐ Credit Card		
Quantity	Description - Stock Number	Unit Price	Shipping & Handling	Total Price
Requestor Signature: _____		Date: _____		Total _____

Approved by:

	Date: _____
Program Director (if CTE or Computer Technology Budget) (Required for A,B,C, &D)	(Only required for District Budgets)
	Date: _____
Principal (Required for A,B,C & D)	
	Date: _____
Business Admin or Superintendent (Required for C & D)	

Kane County School District Purchase/Payment Procedures for Small Purchases (CBE) - See Website
<https://kanek12.org/wp-content/uploads/2025/10/CBE-Small-Purchases.pdf>

- A. \$5,000 or less (CBE Policy Level 1)**
 Select best source, no bids are needed
 Requestor's Signature
 Signature of Principal & Program Director, if CTE or Computer Technology
- B. \$5,000 - \$10,000 (CBE Policy Level 2)**
 Minimum of two (2) competitive quotes (verbal, email, or written)
 Purchase from the supplier offering the lowest quote and meeting the specifications
 Quote Documentation must be attached to requisition form and maintained as District Records
 Requestor's Signature
 Signature of Principal & Program Director, if CTE or Computer Technology
- C. \$10,000 - \$30,000 (CBE Policy Level 3)**
 Minimum of two (2) competitive **written** quotes
 Purchase from the supplier offering the lowest quote, meeting the specifications
 Quote Documentation must be attached to requisition form and maintained as District Records
 Requestor's Signature
 Signature of Principal & Program Director, if CTE or Computer Technology
 Signature of Business Administrator
- D. \$30,000 - \$50,000 (CBE Policy Level 4)**
 Consult with Business Manager on all purchases. **These Orders must be placed by the District Office**
 Minimum of three (3) competitive **written** quotes & **may require advertising & formal bidding**
 Quote Documentation must be attached to requisition form and maintained as District Records
 Requestor's Signature
 Signature of Principal & Program Director, if CTE or Computer Technology
 Signature of Business Administrator

Items Have Been Received & Checked by: _____ Date _____

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QUOTATION SHEET

P.O.# _____

Date of Order

Prepared by _____

NOTE: Expenditures ordered through one of the following require only their price quote attached.

Nicholas Foods or Waxie

[illegible]