



PATERSON PUBLIC SCHOOLS



Business Services
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Eileen F. Shafer, M.Ed.
Schools Superintendent

REQUISITION RATIONALE FORM

A. Educational Rationale

As a result of this purchase, please explain what will students learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase. *(Explain why this purchase is necessary at this time.)*

B. Operational Rationale

Provide a brief explanation how this purchase is of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long-term basis. *(Explain why this purchase is necessary at this time.)*

C. Light Meals: Refreshments – Student or Parent Activities – N.J.A.C. 6A:23A-5.8(e)

Provide a description and purpose of student or parent activity. Document the makeup of the group participating. Attach a list of employees or board members included in the group. *(Use back if necessary.)*

Name of School/Office _____
Administrator/Supervisor _____

Signature: _____ Date _____

Name of Vendor _____

Amount \$ _____ Account # _____

_____ Approved _____ Not Approved

Other: _____

_____ Date _____
School Business Administrator

_____ Date _____
Superintendent of Schools (On Appeals Only)

_____ Date _____
Deputy Superintendent