



A Creative, Liberal Arts Charter School
Est. 2009 by the REACH Parent Foundation

On the Brook Haven Campus
7905 Valentine Ave.
Sebastopol, CA 95472
Sebastopol Union School District

Karen Mirabelli, School Director 707-321-3793

Check Request / Purchase Order

Amount Requested: _____

Person requesting check or purchase: _____ Date: _____

Make check payable to (if different than above): _____

Description of purchase: _____

Approval

Under \$150

Treasurer Approval: _____ Date: _____

Over \$150

President Approval: _____ Date: _____

Over \$5000

RPF Approval: _____ Date: _____

REACH School Director: _____ Date: _____

Over \$10,000

Must include all approvals listed above and must additionally include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. Documentation shall be attached to all check and purchase order requests showing that at least three (3) vendors were contacted.