BOARD OF EDUCATION
Tess Arthur
Sara Hinds
Karl Pallastrini
Todd Weaver
Annette Yee Steck

SUPERINTENDENT
Barbara Dill-Varga, Ed.D.

DISTRICT OFFICE:
P.O. Box 222700
Carmel CA 93922

4380 Carmel Valley Road
Carmel, CA 93923

TEL: (831) 624-1546
FAX: (831) 624-1726
www.carmelunified.org

C.U.S.D. Curriculum & Instruction Order Request

If you are requesting an item to be processed and purchased through the Curriculum & Instruction office, please fill out this form.

DIRECTIONS: Submit this form to your Grade Level Representative/Department Chair for approval. Once approved, forward to your Principal for approval. Principal or Principal's Secretary will forward to C & I office for review and approval. You will be notified if your order is not approved. To prevent delays with your order, please be sure to include the Vendor/Publisher and Item Number/ISBN of the items you wish to have purchased for you.

Your Name:_____ Today's Date:_____

Your School: _____ Your Department: _____

Any notes about this order (i.e., RUSH, coupon code)?:

_____

Vendor or Publisher	Item Description	Item Number or ISBN	Quantity

Please continue on the reverse side of the page if needed.

- ***Grade Level Rep./Department Chair: Please sign to authorize the need for item(s).***

_____
Signature

_____
Final Approval by C.A.O.

- ***Principal: Please sign to authorize the need for C & I to purchase item(s).***

_____
Signature

Questions? Contact Michelle in the Curriculum & Instruction office!
mmahaney@carmelunified.org / 831-624-1546 ext. 2031

11.8.19 C+I M.M.