



Shenandoah Valley Academy

Business Office

PR Request and Receipt Steps

Forms can be found on our website quicklinks:

<https://www.shenandoahvalleyacademy.org/quick-links/employees.cfm>

1. Submit a Purchase Request for purchases over \$200

<https://forms.office.com/r/3VNTZfjgai>

- Required for **all purchases over \$200**: Amazon orders, school credit card use, or reimbursements
- You will be prompted for:
- Item description
- Department and account to charge
- Purpose of the purchase

2. Wait for Approval Email

- You'll receive an email once your request is reviewed
- This email contains your **Purchase Request ID** (keep this for receipts)

3. Submit the Receipt (Within 1 Business Day of Purchase)

<https://forms.office.com/r/Bwkvpu8ZBM>

- If you submitted a Use the **Purchase Request ID** from the approval email
- Upload a clear **photo or PDF** of your receipt

Thank you for helping streamline our purchasing process. If you have any questions, feel free to reach out.

Sincerely,

The Business Office