

Purchase Request Form

☐ Academic
☐ School-wide

Name: _____ Date of request: _____

Item No.	Item Description	Quantity	Price/Unit	Subtotal
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total:				

Put a tick mark ☒ for each step

Step 1: LEVEL DIVISION	Step 2: DEPARTMENT			
☐ Whole School	☐ English	☐ Science	☐ HR	☐ IT (Infrastructure)
☐ ECE	☐ STEM	☐ Math	☐ Registrar	☐ Industry
☐ Elementary	☐ Humanities	☐ Art	☐ Finance/Accounting	☐ Military Training
☐ Middle School	☐ ILT (Academic)	☐ Music	☐ Marketing	☐ Social Committee
☐ High School	☐ Business Studies	☐ PE/Sports	☐ Admissions	☐ Facility/Housekeeping
☐ Office/Operations	☐ Thai	☐ Guidance	☐ Administration	☐ Business Development
☐ Board Members	☐ Chinese	☐ Library	☐ Ground Staff	☐ Property/Condo
Step 3: TYPE OF PURCHASE				
☐ Books/Textbooks	☐ Activity/Party	☐ Housekeeping	☐ Renovation	☐ Stock/Supplies/Stationery
☐ Membership/Software	☐ Canteen	☐ Maintenance	☐ Gas/Travel	☐ Medical Supplies
☐ Infrastructure	☐ Registration/Records	☐ Gardening	☐ PD/Seminar	☐ Classroom Decoration
☐ Assets	☐ Learning Resources	☐ Equipment	☐ Money Reimbursement	☐ NIVA Mart Item
☐ Others (specify): _____				

1. All purchases require approval from either a Principal (Teaching Staff) or the appropriate Department Head (Non-teaching Staff) before submission to the Purchasing Department.
2. **Purchases below 2,000 Baht:** Require signatures from the Requester, Department Head/Principal, Purchasing Staff, and Chief Accountant.
3. **Purchases 2,000 Baht and Above:** Require all listed signatures. The Requester must bring the form to Dr. Anthony for final approval.

Requester: _____ Department Head or Principal: _____

Purchasing Department: _____ Chief Accountant: _____

CEO: _____ Date Approved: _____