

**HARRISON BOARD OF EDUCATION  
OFFICE OF THE BUSINESS ADMINISTRATOR  
HARRISON, NJ 07029**

**PURCHASE ORDER 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.

**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.

**Name of School/Office** \_\_\_\_\_

**Administrator/Supervisor** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Vendor** \_\_\_\_\_

**Amount \$** \_\_\_\_\_ **Account #** \_\_\_\_\_

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Not Approved**

**Other:** \_\_\_\_\_

\_\_\_\_\_  
**Maureen Kroog, Ed.D.**  
**Superintendent of Schools**

\_\_\_\_\_  
**James P. Doran, Ed.D.**  
**Director of Personnel/Human Resources/  
Compliance and Crisis Management**