

Budget Book Instructions

Budget Books have estimated costs and will be bid after receipt of your booklet. Shortly after the bid you will receive a confirmation report to verify your order, bid pricing, and total dollars spent.

- **You may only make changes within the Athletic & Custodial Budget Books. DO NOT make changes in any other budget books.** That includes the unit of measure or item description. If you require something other than what is in the Budget Book, add that item to the addenda page. Please be sure to include vendor, description, page number, unit price & extended price.
- Please use a RED pen to fill out the Budget Books.
- Please submit ONE Budget Book for each purchase order delivery location required.
- If you would like an account code to appear on your purchase orders, please write in that code in the space provided on the front cover of the Budget Book.
- **Please use one account code per book.**
- Please use a separate addendum page for each vendor used.

Return the completed Budget Books to your Board Office. In order to process your order it is important to fill out all information on the Budget Book cover.