

SMDepartment \_\_\_\_\_ Requestor \_\_\_\_\_

**Form SME**

**2025-26 Budget - Supplies, Materials, and Equipment Requests**

Complete the chart below for your Supplies/Materials or Equipment requests. Please note that "Equipment" refers to items with a unit cost of \$5,000 or more; all other items are classified as "Supplies/Materials" even if they seem like they are equipment.

Item Description	Qty	Unit Cost	Total Cost	
<b>TOTAL:</b>				

\*Attach supporting documentation, such as quotes

**Supervisor Comments**

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

\_\_\_\_\_  
Supervisor Signature

**District Office Comments**

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

\_\_\_\_\_  
District Office Signature

**Business Office Approval**

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

\_\_\_\_\_  
Business Administrator Signature

Budget Codes: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

Amount: \_\_\_\_\_

\_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

Amount: \_\_\_\_\_