



DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

Request for Legal Assistance
DCSD Office of Legal Affairs
 ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO
 DCSD OFFICE OF LEGAL AFFAIRS.

*** This request is a confidential communication and should be treated as such ***

DESCRIPTION OF REQUEST

Title of Item/Topic:

Band Uniform Purchase

(e.g., contract review, policy matter, etc.)

Date of request: 11/3/2025

Due Date: 11/7/25 *(Allow 3 to 5 business days)*

Background information/Detail: review vendor quotes for band uniforms for submission to the board for approval

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: three or more quotes were submitted for consideration

SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any quotes from each vendor are attached

REQUIRED AUTHORIZATION

Requested by: Dr. Rose Prejean-Harris

Email: Rose_Prejean-Harris@dekalbschoolsga.org **Telephone:** ext 60144

Department: Curriculum and Instruction

Cabinet Member authorizing the request: Dr. Penny Mosley

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? Yes No

-OR- (check one only)

Approved as to form by Outside Legal Counsel? Yes No

*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.

Approving Attorney (and law firm if Outside Counsel) _____

Comments: _____