

PURCHASE REQUEST



Date:	Division:	Requestor:
Vendor Name:	Total amount:	
PO #		

Explanation of purchase request: attach any support data-invoice/quote/email, etc.

GENERAL DESCRIPTION: DESCRIPTION: SEE ATTACHED:
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Type of purchase request:

Purchase up to and including \$1,000.00

State Term Schedule/GSA or Other Cooperative Contract Sole Source Vendor

Three Quotes (attach)

Other including Explanation

APPROVALS:

Supervisor _____

Deputy Chief of Staff _____

Chief of Staff _____

Human Resources (for training and certification) _____