



# PURCHASE REQUEST FOR GOODS OR SERVICES >\$999

NAME: .....

Description (If insufficient space please attach additional information) (A detailed budget may be required prior to final approval)	\$
<b>TOTAL</b>	<b>\$</b>

Reason for Purchase: (If insufficient space please attach additional information)

NEW PURCHASE OR REPLACEMENT (Circle appropriate) 3 QUOTES ATTACHED: YES NO

If quotes not provided – detail justification for choosing a sole provider for goods or service: (If insufficient space please attach additional information)

**APPROVED / NOT APPROVED BY COMMITTEE**

DATE: ..... PRESIDENT/TREASURER .....

IF NOT APPROVED - FURTHER ACTION REQUIRED

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