

Purchase Request Form

Payment Method: **Check** **Hand check** **Credit Card** **Direct Deposit** **Transfer/Internal Store Order**

Which Credit Card Used: **Kari** **Kristy** **Tammie** **Lee** **Rosita** **Kaylin** **Ricardo** **Rebecca**

When Payment Completed, (Finance) Please: **Mail Check Out** **Return Check to Initiator** **Keep for Records (DD/CC/Transf)**

REQUIRED SIGNATURES:

Vendor Name _____	Requested Date _____	
Address _____	Service Date _____	
City/ST/Zip _____	Initiator _____	
Contract# _____	Project Director _____	
Invoice# _____	COO(250+=) Or Dept _____	
\$ Amt _____	Dir(250-) President (\$1,000+) _____	

By Signing, I acknowledge that I have compared purchases for cost effective options as required for micro and small purchase procedure.

Project (Class)

- | | |
|---|---|
| <input type="checkbox"/> Administration 100
Education 200/300
Celebration 405
Language 500
Cultural 600
Archives 600 | <input type="checkbox"/> Development 700
<input type="checkbox"/> Art Plaza 850
<input type="checkbox"/> Art 800
<input type="checkbox"/> Building 901
<input type="checkbox"/> Other: _____ (____) |
|---|---|

addtl Project (Class) Codes: _____

Type of Expense (Account)

- | | |
|---|---|
| <input type="checkbox"/> Service Payments
<input type="checkbox"/> Finance/Fees/Subscriptions
<input type="checkbox"/> Travel/Meeting Expenses
<input type="checkbox"/> Supplies | <input type="checkbox"/> Operations/Building
<input type="checkbox"/> Equipment/Special Purchases
<input type="checkbox"/> Other _____ (____) |
|---|---|

addtl Expense (Account) Codes: _____

- Budgeted Not Budgeted Unsure

Comments: _____

CODING (for splits- ex: xxxx-xxx):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Please include the necessary receipts for all purchase requests.

If need for mail out, please include a current mailing address.

In compliance with SHI Procurement Policy - Please check the appropriate box for your purchase.

- Purchase is less than \$10,000. Signature verifies that I compared sources before making purchases.
- Purchase is between \$10,000 - \$250,000. Please list three different vendors reviewed and the costs at each.

Name:	Location:	\$
Name:	Location:	\$
Name	Location:	\$

Item is available only from one source

- Purchase is over \$250,000. Please see Operations department before any purchasing is done.
 - Non-competitive bid (over \$250,000 only)
 - Public Emergency
 - The awarding agency authorizes noncompetitive bids
 - Competition inadequate

Additional Comments: