



PURCHASE AUTHORIZATION REQUEST

To be filled out prior to all purchases and travel over \$500

Purpose for purchase or travel

Description of Expenses

Cost Estimate/Amount Requested

\$

Date	Vendor Name	Amount	Line Item
<i>Attach quotes and supporting documentation to this request.</i>			

Requested by: _____

Date: _____

Supervisor's Approval: _____

Date: _____

President's Approval: _____

Date: _____

(EVP if President is out of town)