

PURCHASE REQUEST FORM

Okaloosa County Master Gardener Volunteers

Purchase Request Approval Procedures:

1. **All** purchases must be approved **BEFORE** purchases are made
2. To receive approval, fill in the form below and have it signed by the appropriate Standing Committee Chairman (or the President for approval for a purchase from Discretionary/Administrative Funds)
3. Standing Committee Chairmen should send the approved/signed Purchase Request to All of the following:
 - a. Larry Williams lwilliams@myokaloosa.com
 - b. The treasurer brittanyt1039@gmail.com
 - c. Diane Finlayson dfinlayson@myokaloosa.com
 - d. Marg Stewart margaret.stewart@ufl.edu
 - e. Lee Vanderpool leev@cox.net
4. Once the purchase is made, make sure that a copy of the purchase invoice documentation is sent to all of the above and the Standing Committee chair in charge of that area.

Standing Committee Budget

Check which activity is to fund the purchase requested

Discretionary Fund _____

Outreach_____

Administration_____

Information/Publicity_____

Nursery_____

Office_____

Activities_____

Other_____

Description of items to be purchased. Include make, model, quantity, unit price, etc.

Vendor Name_____

Purchase Cost_____

Shipping Cost_____

Other Cost_____

Total Cost_____

Name of Purchase Requester_____ Date_____

Name of Standing Committee Chair_____ Date_____