



Instructions for the use of this form: All items needed for the work effort must (to the maximum extent possible) be listed on this form. Use additional copies of the form as needed. Requests must be submitted in advance to obtain approval for the purchase. Plan accordingly to allow processing time. If the purchase is to be made in person at a local vendor, a copy of this form shall be given to the purchaser as a shopping list. Limited deviations from the list are acceptable - major ones are not. Once the purchase is completed a receipt/invoice for each purchase action must be returned along with the copy of this form. The purchaser/receiver must sign the form to indicate the action is complete and certify all items have been received. The receipt/invoice is then attached to this form (and the copy) and given to the administrator for final verification. The receipt will be compared to the list of requested items and a physical spot check may be conducted of the items purchased. After that action, the package is filed in the appropriate vendor file awaiting the bill. If payment is required immediately, the package is placed in the bills awaiting payment file for the next check run.