

# PURCHASE REQUEST FORM

## Okaloosa County Master Gardeners Association (OCMGA)

### Purchase Request Approval Procedures:

1. All OCMGA purchases must be approved BEFORE purchases are made
2. To receive approval, fill in the PURCHASE REQUEST form below and have the form signed by the appropriate Standing Committee Chairman (or the President for approval for a purchase from Discretionary/Administrative Funds)
  - a. To email the filled in form for approval, click SAVE or SAVE AS to send as an Email attachment
3. To approve the purchase, Standing Committee Chairmen should ensure that the funds are available in their committee budget and then digitally sign the form by typing in their name
4. Standing Committee Chairmen should send the approved/signed Purchase Request to **ALL of the following:**
  - a. Larry Williams [lwilliams@myokaloosa.com](mailto:lwilliams@myokaloosa.com)
    - i. (or Lee Vanderpool ([leev4@cox.net](mailto:leev4@cox.net)) once he has a P-card)
  - b. Treasurer Joe Jones [jonesja\\_32536@yahoo.com](mailto:jonesja_32536@yahoo.com)
  - c. Joanna Clay [jclay@myokaloosa.com](mailto:jclay@myokaloosa.com)
  - d. Austin Chisholm [achisholm@myokaloosa.com](mailto:achisholm@myokaloosa.com)
5. After the purchase is made, request that Larry, Lee, Joanna or Austin email a copy of the purchase invoice documentation to the Treasurer, the MGV making the purchase request, and the Standing Committee Chair

### Standing Committee Budget: (Type an "X" by the activity to fund the purchase)

Discretionary Fund: \_\_\_\_

Outreach: \_\_\_\_

Administration: \_\_\_\_

Information/Publicity: \_\_\_\_

Nursery: \_\_\_\_

Office: \_\_\_\_

Activities: \_\_\_\_

Other: \_\_\_\_

### Description of items to be purchased (make, model, quantity, unit price, etc.):

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Vendor Name: \_\_\_\_\_

Purchase Cost: \_\_\_\_\_

Shipping Cost: \_\_\_\_\_

Other Cost: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Name of Purchase Requester: \_\_\_\_\_ Date \_\_\_\_\_

Name of Standing Committee Chair: \_\_\_\_\_ Date \_\_\_\_\_