

Purchase Request Form

DATE of BOARD MEETING ____ - ____ -20____

ITEM SUBJECT _____

Operating \$ _____ Budgeted Yes No

Operating Line Item# _____

Reserve \$ _____ Budgeted Yes No

Reserve Line Item# _____

Manager Discretionary \$ _____ (must be reported at next Board meeting).

Purpose? _____

Other Fund Accounts:

Activity Golf Cart Path Memorial RV or other

BUDGET EXPLANATION: (please explain if not budgeted). See attachment

MOTION FOR RECOMMENDATION: (must be included in the Board minutes)

I move to approve....

DISCUSSION: (see SOP Number of Bids)

This form must be provided before or / at the time of motion to the Board.