



# Purchase Request Form

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Item: \_\_\_\_\_

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

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

Manager Signature Approval:	Date:

Accounting Signature Approval:	Date:

Is this a local vendor?

Is there a free alternative?

If the purchase is over \$1,500, did you get three quotes? (attach all quotes to this form)

How does this purchase tie to a strategic goal?

How will this investment generate a return?