

**REQUEST FOR PURCHASE**  
**WRJFD - POLAND**

Date \_\_\_\_\_

**ITEMS REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Item(s) Needed \_\_\_\_\_ (Be realistic) - Is this an Emergency Request? Yes / No

**VENDOR'S NAME:** \_\_\_\_\_

**SALES REP.** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**APPROXIMATE COST \$** \_\_\_\_\_ (Attach preferred vendor info. & estimate-if any)

1. **You** sign \_\_\_\_\_ Date \_\_\_\_\_
2. **Station Officer** \_\_\_\_\_ Date \_\_\_\_\_
3. **Post on Log** \_\_\_\_\_ Date \_\_\_\_\_
4. **OK TO QUOTE** \_\_\_\_\_ Date \_\_\_\_\_  
(Must be approved by Chief Officer before giving to QM)
5. **Quartermaster** \_\_\_\_\_ Date \_\_\_\_\_  
(Sign after all information obtained & give to Diane.)

**FINAL COST \$** \_\_\_\_\_ (Attach written quote & any additional info.)  
(**\$500 or more requires Board approval.**)

**\*CHIEF OFFICER "FINAL" REVIEW & PURCHASE APPROVAL:**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Form to Clerk:** \_\_\_\_\_ **Date P.O.# Received:** \_\_\_\_\_ **P.O. #** \_\_\_\_\_

**Date PO Number to Quartermaster:** \_\_\_\_\_

<b>Date ordered:</b> _____	<b>Date order Received:</b> _____	<b>Delivery Update:</b> _____
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