

Purchase Request Form

All purchases must be authorized on this form



The Learning Tree

Date:

Person making request:

Company purchase is being made from:

Request being made to (Select one)

- 1 Receive a check
- 2 Have items ordered by office staff
- 3 Have order faxed by office staff
- 4 Receive credit card for online purchase
- 5 Have items paid for by future invoice

Material (s) requested for purchase:

Specific item	Unit cost	Number requested	Total cost	Action taken

Total amount being requested: _____

Monies from Account # _____

Reviewed by _____