

HCFAS Request for Purchase Approval from the Board of Directors

Plan to Attend Board Meeting when your request is evaluated for approval

Request By: _____ Date: _____ Signature: _____

I request approval to purchase (quantity, description): _____

I Have received the following three bids	(attach copies of all bids)	
Company Name, City & State	Date of Bid	Total Price
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Should Order from number:	_____	Why:	_____
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Installation Cost:	_____	Estimated Shipping Cost:	_____
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Estimated Delivery Days after order:	_____	Warranty Period:	_____
Compatible with Existing Equipment:	_____	Was it tested?	_____
Replaces Existing Equipment?	_____	Disposition of Old?	_____
If to be sold, who is responsible for sale (name): _____			
Service provided by (Name, City, State): _____			
Will training of personnel be required?	_____	(If yes attach plan).	
Has the attached training plan been approved by the training committee?			
When will item be fully operational/available (target date)			
Coordinator for total program (name): _____			
(order receiving, installation, check out, pay approval, training, etc.)			

Approvals (1, 2 & 3 must be approved/signed prior to presentation to Board)

1. Committee Chairperson: This proposal was approved by the committee.

Name: (print)	_____	Signature:	_____	Date:	_____
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2. Officer in charge of committee/board liaison: This proposal approved by:

Name: (print)	_____	Signature:	_____	Date:	_____
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3. Squad Chief: This proposal was approved by the Officers.

Name: (print)	_____	Signature:	_____	Date:	_____
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President: This proposal was approved by the Board of Directors.

Name: (print)	_____	Signature:	_____	Date:	_____
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