|  |  |  |  |
| --- | --- | --- | --- |
| To: |  | Janice Lansing, CPRA CFO | Date Approved: |
| To/Through |  | Renee’ McKee, Purchasing | Date Approved: |
| Through: |  | Approver | Date Approved: |
| From: |  | Employee | Date Requested: |

|  |  |  |  |
| --- | --- | --- | --- |
| Field |  | Field | Value |
| Delivery Address | Choose an item. | Other Delivery Address |  |
| Suggested Vendor/Address |  | Notes to Buyer |  |

Notes:

* Use the F9 Function Key to refresh calculated (greyed out) formulas
* Copy the Table below for each line of the Purchase Request
* Employees may not know LaGov codes for Product ID or GL Account. Project Support will assist with these, where needed.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Line Num. | Description | | | | Qty | | Unit Price | Total |
|  |  | | | |  | |  | **$ 0.00** |
| Justification | | | | | | | | |
|  | | | | | | | | |
| Funding Allocation (Add More Rows as Needed | | | | | | | | |
| WBS Element | Fund | Grant | Internal Order | GL Acct | | Cost Center | | Amount or % |
| **$ 0.00** |
|  |  |  |  |  | | 1091010000 | |  |
|  |  |  |  |  | | 1091010000 | |  |