



## **PURCHASING REQUEST FORM**

<b>Requestor's Name:</b>			
<b>Station:</b>			
<b>Item(s):</b>			
<b>Date Needed By:</b>			
<b>Vendor:</b>			
<b>Vendor Phone/Email:</b>			
<b>Total Amount:</b>			
<b>BC Approval - Name/Date:</b> <i>(Required for items over \$500)</i>			
<b>TOTAL AMOUNT FOR ALL ITEMS LISTED ON QUOTE (WITH TAX AND SHIPPING)</b>	<b>NUMBER OF QUOTES NEEDED</b>	<input checked="" type="checkbox"/>	<b>SOLE SOURCE* Y/N</b>
	<b><i>If SOLE SOURCE or under \$1,500, ONLY 1 quote needed</i></b>		
Under \$1,500	1	<input type="checkbox"/>	
Between \$1,501 - \$5,000	2	<input type="checkbox"/>	Yes or No
Between \$5,001 - \$100,000	3	<input type="checkbox"/>	Yes or No
\$100,001 and over	Board of Supervisors approval/contract required.		
<p><b>*FOR PURCHASES OVER \$1,500: If the vendor is a sole source, or if quotes can only be attained from a single vendor, please enter the justification below:</b> Click or tap here to enter text.</p>			
<p>Please submit completed form with quotes to: <a href="mailto:Melissa.Scalia@fire.ca.gov">Melissa.Scalia@fire.ca.gov</a></p>			