

[Clear Form](#)

PURCHASE AUTHORIZATION FORM

Purchases up to \$1500 require Supervisor approval. Purchases over \$1500 require approval from a Coordinator or Director.

- When applicable signatures are obtained, send completed form to Purchasing. Incomplete forms cannot be processed.
- Once approved and signed by Fiscal and/or Grants, Program should send to individual responsible to purchase (HSSS, etc)
- If a P-Card transaction is declined, the card holder should contact the bank or Global Card Access directly for rejection details.

Date 

Purchase is NOT related to a case.

Case Name Case Number

Reason for purchase (DV, reunification, why is purchase needed, how does purchase benefit child/family/client/agency?)

Mattresses for the Nevada Cares Campus Permanent Supportive Housing project.
See quote attached.

TYPE OF REQUEST

- ☐ Reimbursement
- ☐ Petty Cash
- ☐ P-CARD
- ☒ Vendor Payment by Check/ACH

Name and Address of Payee

Hold check in Bookkeeping or mail to recipient?

Hold ☐Mail ☐

**Fiscal approval required prior to any
Grant related purchases.**

If no other funding source is available: ☐ Cancel Request or Charge to Unit Funds

Description of Request	Price Each	Quantity	Amount
Wide Mattress Innerspring	\$ 216.05	15	\$ 3,240.75
			\$ 0.00
			\$ 0.00
			\$ 0.00
TOTAL			\$ 3,240.75

Overages of 10%, not to exceed \$10.00, are allowable without additional approval

Requested by: Jamie Harguess Digitally signed by Jamie Harguess
Date: 2026.02.03 15:58:45 -08'00'

Supervisor Approval: _____

Coordinator/Director Approval (if applicable): _____

**Grant approvals are valid for 7
days before re-approval is needed.**

*****Fiscal Team Use Only*****

Cost Center/IO	G/L	Amount
IO 11949	710500	\$ 3,240.75
TOTAL		\$ 3,240.75

Inventory/ Barcode Required: Yes ☐ No ☐Fiscal Reviewer: Laurie Gleason Digitally signed by Laurie Gleason
Date: 2026.02.04 07:49:12 -08'00'

PAR Form Revised December 2023



7925 Purfoy Rd, Fuquay-Varina NC

27526

Customer Service: 1-800-334-9880 Fax: 800-322-7537
 Private Management Customer Service: 888-708-5012

Quote

#EST0160896

1/14/2026

of

Ship To

The Cares Campus
 620 Line Drive
 Reno
 NV 89512
 United States

Bill To

Washoe Cnty Comptroller
 1001 E 9th St Bldg D-200
 Reno
 NV 89512-2845
 United States

TOTAL

\$78,142.30

Expires: 2/28/2026

Expires	Requestor	Sales Rep	Customer
2/28/2026	WASNV1 : Jamie Harguess	Earl Marley	WASNV1
	WASNV1 : Jennifer McCauley		

Quantity	Item	Customer Price	UOM	Extended Price
	Z-36758DM Mattress,Innerspring, 36x75x8 - 1 Each			
271	VOLUME DISCOUNT - This price is contingent upon the purchase of all 253 mattresses.	\$216.05	EA	\$58,549.55
	SS307545RSP Mattress, SS, Spartan, 30x75x4.5 - with Pillow, 1 ea			
160	VOLUME DISCOUNT - This price is contingent upon the purchase of all 150 mattresses.	\$102.20	EA	\$16,352.00
15	Z-36758DM Mattress,Innerspring, 36x75x8 - 1 Each	\$216.05	EA	\$3,240.75

Note: If your item includes the DSC in the description, availability is limited due to product discontinuation and is not returnable. Note: If your item ships directly from the manufacturer, the item is not returnable.

OMNIA2025 Contract #: WA00046786	Subtotal	\$78,142.30
When placing your order, please refer to this quote number.	Shipping Cost	\$0.00
BBC reserves the right to evaluate and change pricing if quantities are adjusted and/or if this quote expiration date has passed. We also reserve the right to reevaluate pricing based on market conditions.	Handling Cost	\$0.00
Fed I.D. # 56-1558062		
	Tax Total	\$0.00
	Total	\$78,142.30