

[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 **02.26.26**

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?)

NV Energy estimates it will take about 6-7 months to schedule the work to get power to the connex at Men's Crossroads. This PAR is for the generator rent and fuel/service charge estimates for the next four months of FY 26 (3/1/26 to 6/30/26).

The fuel/service estimate is based off of the amounts paid so far this FY (8 months) rounded up to the next \$25 (Pg. 2)

TYPE OF REQUEST

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

Name and Address of Payee

CD Power/ GotPower

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
Monthly Rent	\$ 1,704.30	4	\$ 6,817.20
Monthly Fuel/service Charges	\$ 300.00	4	\$ 1,200.00
			\$ 0.00
			\$ 0.00
TOTAL			\$ 8,017.20

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

Requested by: Megan Chambers

Supervisor Approval:

Jibri SharpDigitally signed by Jibri Sharp
Date: 2026.02.27 08:24:31
-08'00'

Coordinator/Director Approval (if applicable):

Pamela Mann, MBA, CPSM, CPP
HSA Director of Finance & Administration
Digitally signed by Pamela Mann, MBA,
CPSM, CPP HSA Director of Finance &
Administration
Date: 2026.03.03 08:46:05 -08'00'

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

Fiscal Team Use Only

Cost Center/IO	G/L	Amount
223220	711010	\$ 8,017.20
TOTAL		\$ 8,017.20

Inventory/ Barcode Required: Yes ☐No ☐

Fiscal Reviewer:

Gayle EricksonDigitally signed by Gayle Erickson
Date: 2026.03.09 10:15:00 -07'00'

PAR Form Revised December 2023

Document Journal

FM Area WC01
Year Commitment Item 2026
Commitment Item 711010
Funds Center C223220
Fund
Layout /CSD-1
User GERICKSON
Date/Time 02/24/2026 10:57:34

Prd.doc.no	CI text	FM pstg d.	Order	Cost Ctr	WBS Elem.	Cmmt Item	BusA	Pymt Bdgt	RefDocNo	Name 1	Reference	Text	Head. Text	CO Trans.	Type
	Utilities	09/08/2025		223220		711010	01	4,464.95-	1726000075	GOT POWER INC	01-112061		AX_INV_759171	FI: Postings	KG
	Utilities	09/08/2025		223220		711010	01	691.36	1926013964	GOT POWER INC	03-117016		AX_INV_778222	FI: Postings	KR
	Utilities	09/08/2025		223220		711010	01	1,704.30	1926013967	GOT POWER INC	03-117773		AX_INV_778223	FI: Postings	KR
	Utilities	09/08/2025		223220		711010	01	1,704.30	1926013969	GOT POWER INC	03-118873		AX_INV_778224	FI: Postings	KR
	Utilities	09/08/2025		223220		711010	01	468.50	1926013972	GOT POWER INC	03-119706		AX_INV_778225	FI: Postings	KR
	Utilities	09/08/2025		223220		711010	01	1,704.30	1926013973	GOT POWER INC	03-120196		AX_INV_778226	FI: Postings	KR
	Utilities	10/08/2025		223220		711010	01	1,704.30	1926023092	GOT POWER INC	03-121736		AX_INV_782798	FI: Postings	KR
	Utilities	01/14/2026		223220		711010	01	1,704.30	1926044932	GOT POWER INC	03-123696		AX_INV_795478	FI: Postings	KR
	Utilities	01/14/2026		223220		711010	01	333.35	1926044935	GOT POWER INC	03-122321		AX_INV_795477	FI: Postings	KR
	Utilities	01/21/2026		223220		711010	01	366.10	1926045590	GOT POWER INC	03-126292		AX_INV_797207	FI: Postings	KR
	Utilities	02/10/2026		223220		711010	01	1,704.30	1926051393	GOT POWER INC	03-124587		AX_INV_800296	FI: Postings	KR
	Utilities	02/17/2026		223220		711010	01	1,704.30	1926052201	GOT POWER INC	03-125790		AX_INV_801449	FI: Postings	KR
	Utilities	02/20/2026		223220		711010	01	1,704.30	1926052987	GOT POWER INC	03-127326		AX_INV_799507	FI: Postings	KR
	Utilities	02/20/2026		223220		711010	01	248.24	1926052990	GOT POWER INC	03-125644		AX_INV_801602	FI: Postings	KR
*						711010		11,277.00		GOT POWER INC					
**						711010		11,277.00							
***								11,277.00							

Monthly Fuel/Service Estimate

Fuel/service since 7/1/26
\$ 691.36
\$ 468.50
\$ 333.35
\$ 366.10
\$ 248.24
\$ 2,107.55
Divide 8 Mos
\$ 263.44
Round up \$25
\$ 300.00

Rental Estimate

FY 26	FY 27
3/1/26-6/30/26	7/1/26-9/30/26
\$ 1,704.30	\$ 1,704.30
x 4 mos	x 3 mos
\$ 6,817.20	\$ 5,112.90



Re: Got Power

From Sharp, Jibri <JSharp@washoecounty.gov>

Date Tue 2/24/2026 9:58 AM

To Erickson, Gayle J. <GErickson@washoecounty.gov>; Chambers, Megan <MChambers@washoecounty.gov>

Cc HSA – Fund 223 <HSA-Fund223@washoecounty.gov>; Carey, Elisabeth <ecarey@washoecounty.gov>

Hey all,

I just received the following update from NV Energy:

“Your project has been opened and is with a designer (WO#12070402). I’ve attached the designer to this email, and she will be able to provide you with a status update. You can also check the portal dashboard for current status.”

Since we raised the question about taxes, I would estimate the timeline to be approximately 6–7 months. However, I don’t have visibility into NV Energy’s scheduling calendar, so that timeframe could shift depending on their workload and availability.

[@Chambers, Megan](#) would you please put that together as well as fuel cost [@Erickson, Gayle J.](#) Can you give us the totals over the last 7 months to use as a template.

Thanks.



Jibri Sharp

Technology | Facilities | Human Services Agency

JSharp@washoecounty.gov

Direct: 775.379.3737

350 S. Center Street

Reno, NV 89501

Serving Children, Adults and Seniors

From: Erickson, Gayle J. <GErickson@washoecounty.gov>

Sent: Tuesday, February 24, 2026 9:15 AM

To: Sharp, Jibri <JSharp@washoecounty.gov>

Cc: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>; Carey, Elisabeth <ecarey@washoecounty.gov>

Subject: RE: Got Power

Good morning, Jibri,

Please see Liz's email below. I know we are still waiting on the revised proposal from NV Energy to install power to the building, which will eliminate the need for this generator. If we will need to continue paying for this generator, will you please provide a PAR for the anticipated remaining months, so that I can establish a purchase requisition?

Thank you,



Gayle Erickson, MBA

Management Analyst | Administrative Division

Washoe County Human Services Agency

gerickson@washoecounty.gov | Phone 775.799.0587 | Fax: 775.785.5640

350 S. Center Street, Reno, NV 89501

Supervisor: Laurie Gleason, Fiscal Cost Allocation Officer

lgleason@washoecounty.gov 775.221.5107



Serving Children, Adults and Seniors

From: Carey, Elisabeth <ecarey@washoecounty.gov>

Sent: Tuesday, February 24, 2026 7:46 AM

To: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>

Cc: Carey, Elisabeth <ecarey@washoecounty.gov>

Subject: Got Power

Hi Team,

AP is asking how long we will be paying for this generator? If it is monthly, we will need to get a PO set up, as we will exceed the yearly \$10,000.00 limit. The attached has been paid, I added it for reference. 😊

Thank you,



Liz Carey

Account Clerk II | Human Services Agency

ecarey@washoecounty.gov | Direct: 775.337.4579 | Bookkeeping:

775.337.4444

350 S Center St. Reno, NV 89501 | Mon – Fri 8:00 AM to 4:30 PM

Supervisor: Shelby Sato, 775-337-4560



Serving Children, Adults and Seniors