

[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 **07.09.26**

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?)

Need to update the PO for the generator rental at Men's Crossroads to be through 12/31/26 because we have not received any updates from NV Energy on the power upgrades. The vendor let us know that we will be charged for service and inspection of their equipment every 300 miles. Based on the mileage from the invoices, we can expect to have one more service/inspection between now and December 31st.

See usage and estimated FY27 cost break downs on pages 2-3

TYPE OF REQUEST

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

Name and Address of Payee

CD Power 1395 Spice Islands Dr, Sparks, NV 89431

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 (7/1/2026-12/31/2026)	\$ 1,704.30	6	\$ 10,225.80
Estimated Refueling/Service Cost	\$ 560.92	6	\$ 3,365.52
Estimated 300-mi Inspection/Service Cost	\$ 635.52	1	\$ 635.52
			\$ 0.00
TOTAL			\$ 14,226.84

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

Requested by: Megan Chambers

Supervisor Approval:

Jibri Sharp

Digitally signed by Jibri Sharp
Date: 2026.07.14 08:09:28
-07'00'

Coordinator/Director Approval (if applicable): Pamela Mann,
Agency Director

Digitally signed by Pamela Mann,
Agency Director
Date: 2026.07.14 10:53:30 -07'00'

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

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

Cost Center/IO	G/L	Amount
223220	711010	\$ 14,226.84
TOTAL		\$ 14,226.84

Inventory/ Barcode Required: Yes ☐ No ☐Fiscal Reviewer: **Gayle Erickson**

Digitally signed by Gayle Erickson
Date: 2026.07.14 13:24:34 -07'00'

PAR Form Revised December 2023

300-mi Service Intervals Estimate 07/01/26-12/31/26

Invoice #	Invoice Date	Miles
03-117016	6/30/2025	6103.1
03-119706	8/22/2025	6143
03-122321	10/16/2025	6154
03-130041	12/19/2025	6181
03-126292	1/8/2026	6228
03-129700	1/22/2026	6270.8
03-130059	2/18/2026	6433.8
03-129441	3/20/2026	6497.3
03-130801	4/15/2026	6636.3
03-132177	5/11/2026	6713.8
03-134081	6/9/2026	6803.6

Start Invoice #	Start Date	Start Miles	End Date	End Miles	Days	Miles Gained	Daily Usage (Miles/Day)
03-117016	6/30/2025	6103.1	8/22/2025	6143	53	39.9	0.7528
03-119706	8/22/2025	6143	10/16/2025	6154	55	11	0.2000
03-122321	10/16/2025	6154	12/19/2025	6181	64	27	0.4219
03-130041	12/19/2025	6181	1/8/2026	6228	20	47	2.3500
03-126292	1/8/2026	6228	1/22/2026	6270.8	14	42.8	3.0571
03-129700	1/22/2026	6270.8	2/18/2026	6433.8	27	163	6.0370
03-130059	2/18/2026	6433.8	3/20/2026	6497.3	30	63.5	2.1167
03-129441	3/20/2026	6497.3	4/15/2026	6636.3	26	139	5.3462
03-130801	4/15/2026	6636.3	5/11/2026	6713.8	26	77.5	2.9808
03-132177	5/11/2026	6713.8	6/9/2026	6803.6	29	89.8	3.0966

Average (Miles/Day)	2.6359
Last Reading Date	2026-06-09
Last Reading Miles	6803.6
Next Service Miles	7103.6
Projected Service Date	2026-09-30
Services 7/1/26 - 12/31/26	1

Refueling Estimates 07/01/26-12/31/26

Invoice #	Invoice Date	Miles	Cost	Avg Refuel/service Cost	Estimated # Services	Project 300 mi intervals	Inspection/ Service	Total Fuel and Service PO amount	Monthly Rent	Total Rent 7/1/26- 12/31/26	Total PO Amount
03-117016	6/30/2025	6103.1	\$ 691.36					\$ -			\$ -
03-119706	8/22/2025	6143	\$ 468.50					\$ -			\$ -
03-122321	10/16/2025	6154	\$ 333.35					\$ -			\$ -
03-128492	11/4/2025	N/A	\$ 499.85					\$ -			\$ -
03-130041	12/19/2025	6181	\$ 595.35					\$ -			\$ -
03-126292	1/8/2026	6228	\$ 366.10					\$ -			\$ -
03-129700	1/22/2026	6270.8	\$ 484.00					\$ -			\$ -
03-130059	2/18/2026	6,433.80	\$ 1,192.99					\$ -			\$ -
03-129441	3/20/2026	6497.3	\$ 536.40					\$ -			\$ -
03-130801	4/15/2026	6636.3	\$ 542.95					\$ -			\$ -
03-132177	5/11/2026	6713.8	\$ 559.69					\$ -			\$ -
03-134081	6/9/2026	6803.6	\$ 460.55	\$ 560.92	6	1	\$ 635.52	\$ 4,001.07	\$ 1,704.30	\$ 10,225.80	\$ 14,226.87
03-134081	6/9/2026	6803.6	\$ 635.52	Labor, materials, etc. for 300-mi service inspection (non fuel)					.		

Projected number of refueling events

Average interval = **31.36 days**

Period = **183 days (July-Dec)**

183 ÷ 31.36 ≈ **5.83**