



PURCHASE AUTHORIZATION FORM

[Clear 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 **02/02/2026**



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?)

Our Place Bldg 8B- Underground Sanitary Pipe Repair and Bathroom Restoration all floor and wall repairs. Coordinated by CSD Jacob Ayala.

estimate 5176

TYPE OF REQUEST

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

Name and Address of Payee

Master Service Plumbing

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
Estimate 5176	12411.43	1	12411.43
			0
			0
			0
TOTAL			12411.43

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

Requested by: **Wendy Chavez** Digitally signed by Wendy Chavez
Date: 2026.02.02 08:12:56 -08'00'

Supervisor Approval: _____

Coordinator/Director Approval (if applicable): **Sabrina Sweet** Digitally signed by Sabrina Sweet
Date: 2026.02.05 15:41:33 -08'00'

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

Fiscal Team Use Only

Cost Center/IO	G/L	Amount
223230	710205	12411.43
TOTAL		12411.43

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer: **Laurie Gleason** Digitally signed by Laurie Gleason
Date: 2026.02.13 09:35:38 -08'00'

PAR Form Revised December 2023



325 Sunshine Ln.
Reno, NV 89502
(775) 851-1444 / (775) 233-4341
office@masterserviceplumbing.com

Estimate

ESTIMATE#	5176
DATE	01/27/2026
PO#	

CUSTOMER

Washoe County
1001 E. 9th Street
Reno NV 89512
(775) 848-6403

SERVICE LOCATION

Psychiatric Residential Treatment
480 Galletti Way
8B
Sparks Nevada 89431-5544
(775) 848-6403

DESCRIPTION

Master Service Plumbing's (MSP) proposal for the above-stated job location, is as follows:

Scope of Work: Underground Sanitary Pipe Repair and Bathroom Restoration

1. Demolition and Removal
 - Remove and dispose of shower tiles.
 - Remove and dispose of the existing bathtub.
 - Cut and dispose of concrete to access the underground sanitary pipe.
2. Excavation and Repair
 - Excavate the area to expose the damaged sanitary pipe.
 - Repair the damaged piping as necessary.
3. Backfill and Concrete Restoration
 - Backfill the excavated area after repair.
 - Pour back concrete to restore the floor to its original level.
4. Installation
 - Furnish and install backing for future grab bars to be fixed securely behind the shower walls.
 - Furnish and install a new 60x30 bathtub along with a 3-piece shower wall system.
 - Furnish shower valve & trim
5. Testing
 - Test all plumbing systems to ensure proper operation.

Drywall: Repair or replacement of drywall included.

Tile: Installation of new tile included.

Painting: Painting services included.

Grab Bars: The installation of grab bars included.

Additional Costs:

If the damaged sanitary pipe is not located directly under the existing bathtub, additional costs may be incurred for further excavation and pipe repair.

Notes:

All work to be completed in a professional and workmanlike manner.

Contractor to obtain all necessary permits and comply with local building codes.

Contractor to dispose of all debris in a lawful and environmentally responsible manner.

Warranty on all work to be provided by the contractor.

EXCLUSIONS: Permits, fees, drawings, fire caulking, insulation, patching of existing structure, asbestos removal, fixtures & faucets, painting, core drilling, gas piping, electrical, sewer

ejector, flues, furnaces, appliances, condensate piping, gypcrete, sleeper for hardwood, overtime, underground utility locating services, damage to existing underground utilities, cutting or capping utilities, additional equipment if sewer invert elevation is not adequate, roof patch for vents through roof, damage to existing utilities or surfaces, hazardous material identification test & removal, structural failure due to modifications/testing/engineering design, protective covers/barriers/barricades, trenching in material and/or soil that restricts production, rocks requiring enlarging dig area, patching or grouting of spalls/anchor holes/overcuts, color matching of existing concrete, cracking due to soil conditions, access, stand-by time, weekend/after-hours work, grading within 1-inch accuracy, soil adequacy, vandalism, slab curling/spalling.

Prices quoted herein are good for 7-days from date on this proposal. Work will commence upon agreed upon start date.

NV Lic#31877 (\$1,700,000 Limit) / CA Lic#1032699

Estimate

Description	Rate	Total
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CUSTOMER MESSAGE

Estimate Total: \$12,411.43