



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 **06/17/2026**



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?)

OP-CSD added cost due to need for ADA grab bars - please add funds to PO 6500007286

TYPE OF REQUEST

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

Name and Address of Payee

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

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 5471	1174.55	1	1174.55
			0
			0
			0
TOTAL			1174.55

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

Requested by: **Wendy Chavez** Digitally signed by Wendy Chavez
Date: 2026.06.17 07:39:23 -07'00'

Supervisor Approval: _____

Coordinator/Director Approval (if applicable): **Sabrina Sweet** Digitally signed by Sabrina Sweet
Date: 2026.06.17 12:42:18 -07'00'

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

Fiscal Team Use Only

Cost Center/IO	G/L	Amount
223230	710205	1174.55
TOTAL		1174.55

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer: **Gayle Erickson** Digitally signed by Gayle Erickson
Date: 2026.06.25 13:27:08 -07'00'

PAR Form Revised December 2023



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

Change Order

Estimate #	5471
DATE	06/08/2026
CHANGE ORDER #	

CUSTOMER
Washoe County Washoe County 1001 E. 9th Street Reno, NV, 89512 (775) 848-6403 jayala@washoecounty.gov

SERVICE LOCATION
Psychiatric Residential Treatment 480 Galletti Way 8B Sparks, Nevada, 89431-5544 (775) 848-6403 jayala@washoecounty.gov

DESCRIPTION	Change order: - Additional work based on direction to Ed Risko from Jacob Ayala: Trim out & add access panel w/lock - Installation of grab bars - all labor & material: + \$1,174.55
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PRE-WORK SIGNATURE
DATE:

Change Order Total: \$1,174.55