Clear Form

HUMAN SERVICES AGENCY

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 04/09/26

■ 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?)

New bunkbeds for Riverhouse remodel - picked out by program (Frankie Lemus)

TYPE OF REQUEST

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

Name and Address of Payee

Commercial Supply Distributors
PO Box 825
Newton, PA 18940

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
Bunkbeds	589.90	18	10618.20
ladders	59.5	18	1071
hooks	48.90	18	880.2
shipping	1959.36	1	1959.36
		TOTAL	14528.76

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

Requested by: _____ Supervisor Approval: _____

Coordinator/Director Approval (if applicable): Kim Schweickert Digitally signed by Kim Schweickert Date: 2026.04.09 12:16:02 -07'00'

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

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

Cost Center/IO	G/L	Amount
IO20503	711502	14528.76
TOTAL		14528.76

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer: Laurie Gleason Digitally signed by Laurie Gleason Date: 2026.04.10 12:27:40 -07'00'

PAR Form Revised December 2023