



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 **4/12/26**

☒ 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?)

Women's, Women & Children's, and Men's CrossRoads Token Economy items.

65% Women's and Women & Children's CrossRoads
35% Men's CrossRoads

TYPE OF REQUEST

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

Name and Address of Payee

Logoed Tees
1800 Frazer Ave.
Sparks, NV 89431
(775) 535-9180
Sarah@LogoedTees.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
Short & Long Sleeve shirts	11.75	345	4053.50
Graduation Hoodies & Jerseys	27.47	85	2335
Shorts, Sweats, & Bags	19.73	212	4184
Hats & Beanies	17.43	155	2702.50
TOTAL			13275

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

Requested by: **Frankie D. Lemus**
Digitally signed by Frankie D. Lemus
Date: 2026.04.13 10:36:31 -07'00'

Supervisor Approval: _____

Coordinator/Director Approval (if applicable): **Cara Paoli, MSW, LCSW**
Digitally signed by Cara Paoli, MSW, LCSW
Date: 2026.04.13 11:47:08 -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	710312	4646.25
223240	710312	8628.75
TOTAL		13275

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer: **Laurie Gleason**
Digitally signed by Laurie Gleason
Date: 2026.04.13 12:51:04 -07'00'

PAR Form Revised December 2023