

[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 **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?)

Replacing the washer and dryer at KK2 for the reasons below:

Dryer is old falling apart missing screws, bearings are worn, parts are obsolete.

Washer replacement due to age of machine, parts are obsolete.

We have had 8 service calls for the washer and 10 for the dryer in the last two years.

TYPE OF REQUEST

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

Name and Address of Payee

Laundry Systems of Nevada

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
1-UCT030QN0V Unimac Commercial Washer	\$ 9,300.00	1	\$ 9,300.00
A-ACBF30X8X110002 8" Base Frame	\$ 550.00	1	\$ 550.00
1-UTS30NFN Unimac Commercial Dryer	\$ 4,895.00	1	\$ 4,895.00
Freight and installation	\$ 2,235.00	1	\$ 2,235.00
TOTAL			\$ 16,980.00

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

Requested by: Megan Chambers

Supervisor Approval:

Jibri SharpDigitally signed by Jibri Sharp
Date: 2026.04.09 15:50:48
-07'00'Coordinator/Director Approval (if applicable): Amy CliftDigitally signed by Amy Clift
Date: 2026.04.09 16:17:41
-07'00'**Grant approvals are valid for 7
days before re-approval is needed.*******Fiscal Team Use Only*****

Cost Center/IO	G/L	Amount
60438	711504	\$ 9,300.00
60438	711504	\$ 550.00
60438	711504	\$ 4,895.00
60438	711504	\$ 2,235.00
TOTAL		\$ 16,980.00

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer:

Dee AyalaDigitally signed by Dee Ayala
Date: 2026.04.15 08:42:45
-07'00'

PAR Form Revised December 2023

PROPOSAL
LAUNDRY SYSTEMS OF NEVADA, INC.
1217 Gator Way
SPARKS, NEVADA 89431
(775) 322-5481
Fax (775) 322-9425

Proposal Submitted To:
Kids Kottage 2

Phone
(775) 437-2122

Date
4/9/2026

Reno, NV

ATTENTION: Megan

Email: kksupervisors@kidskottage.net

QUOTE FOR NEW WASHER & DRYER

1-UCT030QN0V, UNIMAC COMMERCIAL WASHER-EXTRACTOR. 30# Capacity, "M9" Microprocessor Control, Digital Display, 9 Programmable Cycle Selections, Stainless Steel Panels, Stainless Steel Inner & Outer Baskets, 200 G' Force Max Extract, 3" Gravity Drain. 208-240v/60Hz/1or3Ph.

LIST \$12,401.00

YOUR COST \$9,300.00

1-ACBF30X8X110002, 8" BASE FRAME

YOUR COST \$ 550.00

1-UTS30NFN, UNIMAC COMMERCIAL DRYING-TUMBLER. White, 30# Capacity, Dual Digital Timer Controls, Reversing Cylinder, Natural Gas Heated, 6" Exhaust Outlet. 120v/60Hz/1Ph.

LIST \$ 6,529.00

YOUR COST \$4,895.00

EQUIPMENT \$14,745.00

TAX \$ N/A

SUB-TOTAL \$14,745.00

FREIGHT: Delivery from Factory in Ripon, WI to our Warehouse in Sparks, NV
(Current Lead Time; Approx. 4-6 Weeks)

FREIGHT \$ 735.00

INSTALLATION: Includes Deliver, Set & Level New. Removal and Haul-Away of Old. Includes Travel, Mileage & On-Site Labor. Connect Final 3-5ft. of Utilities. Includes Materials Needed for Installation.

INSTALLATION \$1,500.00

*Warranty- 3 Years Factory Parts Warranty on the Entire Machine
1 Year Labor Warranty with Laundry Systems of NV Installation.

we Propose to furnish material in accordance with above specifications, for the sum of: \$16,980.00

*A 3% fee applies to all purchases made via credit card.

Payment to be made as follows: order equipment with qualifying purchase order

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL THE ABOVE PRICES, SPECIFICATIONS
AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED.

Authorized
Signature

A handwritten signature in blue ink, consisting of a large loop followed by a series of smaller loops and a long horizontal stroke extending to the right.

Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days

Date of acceptance _____

Signature