



**Request to
Purchase Equipment**
(reference Chapter 4
paragraph 6.e)

Club Name:

Location:

Contact Person & Phone No.

Date:

Brief description of item(s) to include brand name, model number, or catalog reference number, and appropriate technical specifications:

Suggested source of purchase (name and address of vendor):

Estimated Purchase Cost:

Trade-in Data (cite Recreation Centers' Inventory Number):

Brief justification for purchase:

If approved, identify location of the new item(s):

Club President

Date

TO (Club Name): _____

Items cited above is/are APPROVED/DISAPPROVED for purchase. Note: Once secured, purchase documentation will be provided to the Recreation Activities Manager to establish line item accountability with the Recreation Centers of Sun City West, Inc.

Recreation Activities Manager

Date