

Photography West Request Form

Requestor

Committee Review Date _____

name _____ **rec.card** _____

e-mail _____ **phone** _____

Terms: **Requestor** must be prepared to:

*Allow time for discussion at the next board meeting and response time to answer request.

*Items over \$300 require three estimates with recommendations.

*Allow one month for board and membership approval plus additional time to purchase item(s).

Attention: (Tech committee Chair) _____ **Date:** _____

Project title: _____

Project description: _____

_____ (attach additional pages if needed)

Benefits to the Photo Club: explain who it will serve _____

Training Requirements: suggest members that can provide instructional assistance _____

Costs: estimates, quantity, unit price, total price plus sales tax, shipping _____

Maintenance Requirements: repair options and warranty _____
