

SPECIAL OLYMPICS MICHIGAN AREA
REQUEST FOR PURCHASE APPROVAL

Area _____

Date _____

Special Olympics Michigan's Board Policy requires that all purchases of goods and services in excess of \$500.00 per item or per service, as well as any quantity purchases of goods and services totaling over \$2,500.00, excluding transportation to and from events by area and local programs, must be approved in advance by the President and CEO. Please complete the requested information below and submit the completed form to the state office for approval prior to your purchase.

We request your approval to purchase the following item(s):

Name of Vendor: _____

Proposed use of item(s):

Cost of item(s) _____

Source of funding for item(s), i.e. donation, fundraiser, general area monies, etc:

APPROVED BY:

Area Director

Date

Field Service Staff Sign Off *(For Office Use Only)*

Was this in the Budget? Yes _____ No _____

Current Cash Balance \$ _____

YTD is the Area within their Budget? Yes _____ No _____

Field Service Staff

Date

Chief Program Officer

Date

President and CEO

Date

** Attach completed form to Invoice Voucher