

PURCHASE REQUEST

Name of Individual: _____ Date of Request: _____

Residence: _____

Requested by: _____

Trip _____ or Large Item Purchase _____ (Please indicate with "X")

For Trip - Trip Amounts & Description:

Dollar Amount of Vacation Breakdown as follows -

Give brief description vacation below: _____

	Lodging: \$ _____
_____	Travel mileage: \$ _____
_____	Air Fare: \$ _____
_____	Spending Money: \$ _____
_____	Food Money: \$ _____
_____	Activity Cost: \$ _____
_____	Other Cost: \$ _____
	Total Trip Amount: \$ _____

For Large Purchases

What is the item: _____

Where was it purchased from: _____

Give brief description large item purchased below: _____

	Cost of Item: \$ _____
_____	Warranty Amount: \$ _____
_____	Other Amount: \$ _____
	Total Large Purchase Amount: \$ _____

Current Balance of Cash on Hand: \$ _____

Current Balance of Savings Account: \$ _____

Current Balance of Checking Account: \$ _____

Current Balance of Able/Trust Account: \$ _____

How is trip or large purchase being paid for? _____

Approved by:

Individual _____ Date _____

Foster Care Provider _____ Date _____

DD Service Coordinator _____ Date _____

Payee/Conservator _____ Date _____

Guardian _____ Date _____